



**HSS REGISTERED**

**Sustainability Officer**  
**Health Salaried Officers Agreement: HSO Level G10**  
**Position Number: 115641**  
**Contract Management**  
**Fiona Stanley Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Chief Executive SMHS  
 Position Number: 000001



Executive Director Contract Management  
 Health Executive Service: Grade B  
 Position Number: 115193



**This Position**



Directly reporting to this position:

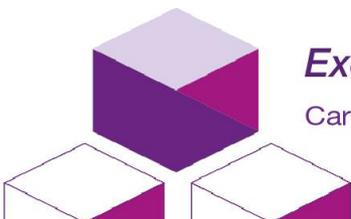
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Director Contract Management, Level G12, 1.0 FTE
- Manager Contracts, Level G10, 3.0 FTE
- Senior Project Officer, Level G7, 1.0 FTE

**Key Responsibilities**

Leads and manages the implementation, monitoring and evaluation of the sustainability program and associated initiatives across South Metropolitan Health Service (SMHS) sites. The Sustainability Officer considers strategic and operational impacts of the program initiatives and their alignment with policy, regulations, legislation and commercial and/or contractual compliance. Responsible for provision of leadership, direction and advice to key stakeholders, including participating as a lead representative on relevant committees, and managing reporting requirements via these channels. Contributes to the achievement of SMHS Contract Management goals and actively seeks opportunities to improve SMHS' environmental performance and meet SMHS' Strategic Priorities.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Leadership and Management

- 1.1 Leads and manages the implementation of the SMHS Sustainability Framework and associated sustainability programs and initiatives across SMHS sites.
- 1.2 Provides briefings to key stakeholders, including the Executive Director Contract Management and SMHS Executive, with respect to key issues, management of actions and ensuring resolutions are met in a timely and appropriate manner.
- 1.3 Provides expert advice, direction and guidance to stakeholders on sustainability programs with specific reference to contractual, commercial and legal implications.
- 1.4 Facilitates an innovative Organisational culture which promotes a collaborative approach to sustainability programs and service delivery through a consultative process, ensuring current best practice and methodology are used.
- 1.5 Manages programs of work within allocated physical, financial and human resources, including internal budgets and external funding grants.
- 1.6 Represents SMHS on program matters at internal and external Committees and/or working parties.
- 1.7 Provides a solution focused approach, supported by evidence based recommendations, to the Executive Director Contract Management with respect to escalation of program matters.

### 2. Stakeholder Engagement and Relationship Management

- 2.1 Establishes sound networks to facilitate effective planning and implementation of programs.
- 2.2 Manages the consultative processes and negotiation with both clinical and non-clinical stakeholders in relation to the scope of sustainability initiatives and required deliverables.
- 2.3 Collaborates with stakeholders to develop, implement and evaluate education and communication strategies that are applicable SMHS-wide.
- 2.4 Liaises with and develops and maintains positive working relationships with internal and external stakeholders including other Government Agencies and the private sector.
- 2.5 Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to sustainability activities.
- 2.6 Provides advice, guidance and direction to all staff to facilitate the effective interface between key stakeholders, contractors and the State. This includes identifying and managing potential conflict of interests and related issues arising within contract management.

### 3. Research, Performance, Monitoring and Reporting

- 3.1 Implements the SMHS Environmental Sustainability Framework and Action Plan and other Government Sustainability policies and procedures.
- 3.2 Undertakes research and remains knowledgeable of contemporary sustainability initiatives, locally, nationally and internationally.
- 3.3 Develops implements and maintains systems, monitoring and reporting of programs via appropriate governance channels, including overall sustainability KPIs/benchmarks.
- 3.4 Manages audits of existing sustainability practice/s across SMHS sites to obtain baseline data and analyses and reports performance against set benchmarks.
- 3.5 Plans, coordinates and monitors the collation and provision of statistical information for measuring and monitoring performance levels.
- 3.6 Monitors and reviews performance and compliance of program initiatives with regard to existing contractual obligations/performance measures, set benchmarks, and compliance with policy, regulations and/or Australian Standards.
- 3.7 Develops implements and maintains systems, processes and templates for communication with key stakeholders, including SMHS, the Department of Health and Minister for Health.
- 3.8 Contributes at a strategic level to the reporting and recording systems to meet the requirements of local and legislative obligations in relation to program initiatives.
- 3.9 Assists with projects and business case development as required.

- 3.10 Monitors existing contractual obligations and otherwise ensures that the State's contractual position is not disadvantaged or compromised in pursuing program initiatives.
- 3.11 Ensures the ongoing systematic evaluation of program initiatives, including reporting on performance of implemented initiatives and undertaking reflective assessments.
- 3.12 Manages or provides advice on procurement in accordance with State Supply Commission Policies and Department of Health policies, ensuring sustainability principles are incorporated.
- 3.13 Prepares policy, procedures, publications, research reports and other information on identified sustainability matters.

#### **4. SMHS Governance, Safety and Quality Requirements**

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

#### **5. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Sound knowledge of sustainability policy and best practice; including an understanding of sustainability philosophies, issues, trends, policies and procedures and relevant regulations.
2. Substantial demonstrated experience in program and project management within a health, facility or operational environment.
3. Considerable experience in providing a leadership and management role within a large organisation; including budget preparation and management of expenditure.
4. Demonstrated high level of written and verbal communication skills with the ability to prepare complex reports and documents, including those of a procurement or contractual nature.
5. Excellent interpersonal, influencing and negotiation skills, with a proven ability to consult effectively and build relationships at senior levels within the private and public sectors.
6. Demonstrated skills and experience in research, analysis, evaluation and strategic problem solving.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Knowledge of and experience in the establishment, implementation and monitoring of environmental sustainability programs.
2. Relevant knowledge of the WA Health service context.
3. Tertiary qualifications in a relevant discipline.

### Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b> December 2019	<b>Last Updated on</b> January 2020
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