



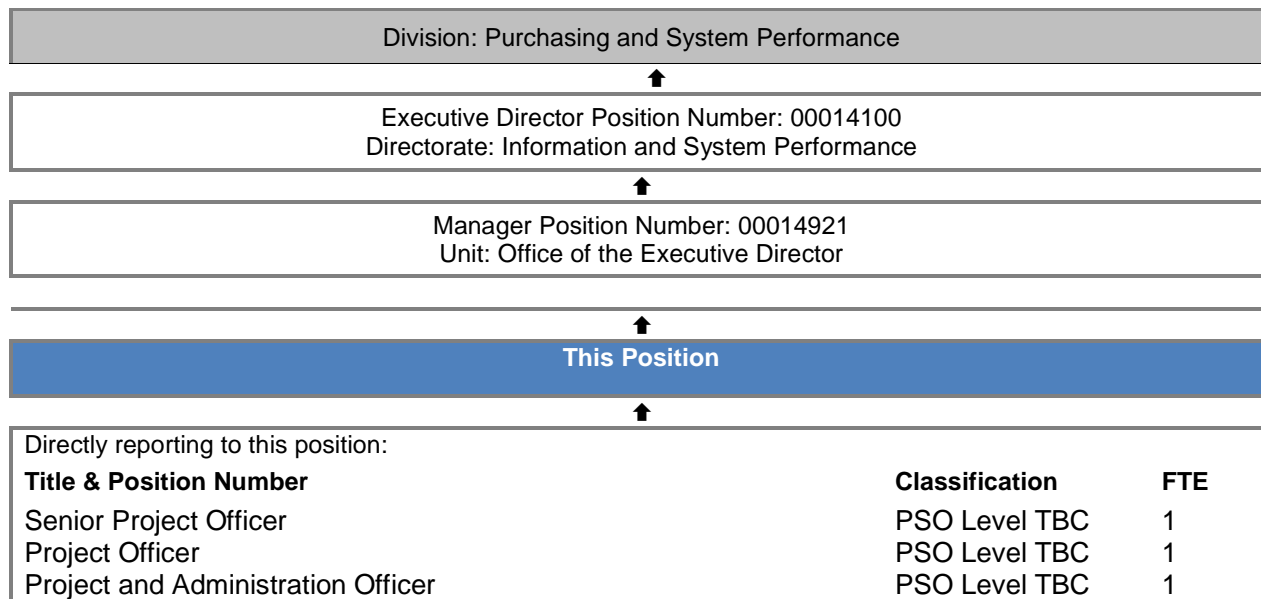
## POSITION DESCRIPTION

<b>Position Number</b>	00015119
<b>Position Title</b>	Team Leader Program Management Office
<b>Classification</b>	PSO Level 7
<b>Division</b>	Purchasing and System Performance
<b>Directorate</b>	Information and System Performance
<b>Unit</b>	Office of the Executive Director
<b>Position Status</b>	Permanent
<b>Award</b>	Public Service and Government Officers CSA General Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Respect, Excellence, Integrity, Teamwork, Leadership

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The Team Leader Program Management Office is responsible for the leadership and management of project teams to develop, deliver, monitor and evaluate a portfolio of strategic program of works, to achieve project outcomes and support achievement of the Department of Health's organisational objectives.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### **Role-Specific Responsibilities**

Manages the daily operations of the Program Management Office.

Leads and oversees all aspects of project development and implementation across a portfolio of strategic projects. This includes preparing business cases and project plans; establishing appropriate governance; identifying, allocating and managing resources; and meeting reporting requirements to ensure project outcomes are achieved on time, on budget, to quality standards and in line with the established agency project management methodology.

Provides specialised advice on the development and implementation of projects within the directorate, including comprehensive risk analysis, identification of interdependencies and leveraging resources to maximise efficiencies, communication plans and cost benefit analysis where appropriate.

Supports the provision of comprehensive, consolidated and standardised reporting related to project activities and directorate program of works to the Executive of the Department.

### **Strategic Analysis, Management and Reporting**

Develops and implements strategies and tools for the continuous monitoring and evaluation of project and program-level risks and mitigation actions to safeguard delivery of the defined business outcomes.

Monitors progress to ensure project objectives are delivered on time, per the defined scope and within budget, and business results are realised.

Provides insights and progress reports related to the delivery of projects and/or initiatives to stakeholder groups, supporting the management and allocation of financial and people resources.

Formulates recommendations to support evidence based project planning solutions and management decision making.

### **Leadership**

Provides leadership to the team and develops, coaches and manages others to ensure achievement of key deliverables.

Leads project teams responsible for implementing directorate projects and provides advice, guidance and direction to ensure project objectives are met.

### **Liaison, Representation and Stakeholder Development**

Builds and maintains strong working relationships with key internal and external stakeholders in order to maintain business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these. Contributes to effective consultation processes with stakeholders across the WA health system to ensure directorate objectives and work plans meet System Manager requirements and reform initiatives. Represents the Department of Health in business and professional dealings and on committees as required. Participates in and/or supports working parties across the Department.

### **Corporate Responsibilities**

Leads and inspires an environment of customer focus, excellence in delivery, high performance, and accountability within a team environment that values and recognises the contribution of all members. Provides effective leadership with regard to corporate policies and procedures, models and ensures staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Undertakes other duties as required.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

1. Demonstrated substantial project management skills including taking a lead role in developing, delivering, monitoring and evaluating a portfolio of strategic projects with the ability to achieve project outcomes.
2. Demonstrated ability to provide expert advice and information with experience in the preparation of high level reports, briefs, business cases and project plans.
3. Demonstrated ability to lead teams and promote an effective collaborative working environment.
4. Well developed interpersonal, communication and negotiation skills to influence people in the achievement of objectives.
5. Demonstrated ability to establish and maintain positive working relationships across the Department to execute strategy.
6. Demonstrated conceptual, analytical and problem solving ability within a complex and evolving technology and business environment.

### Desirable Selection Criteria

- Possession of Tertiary qualification in relevant discipline.

### Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

## CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: