

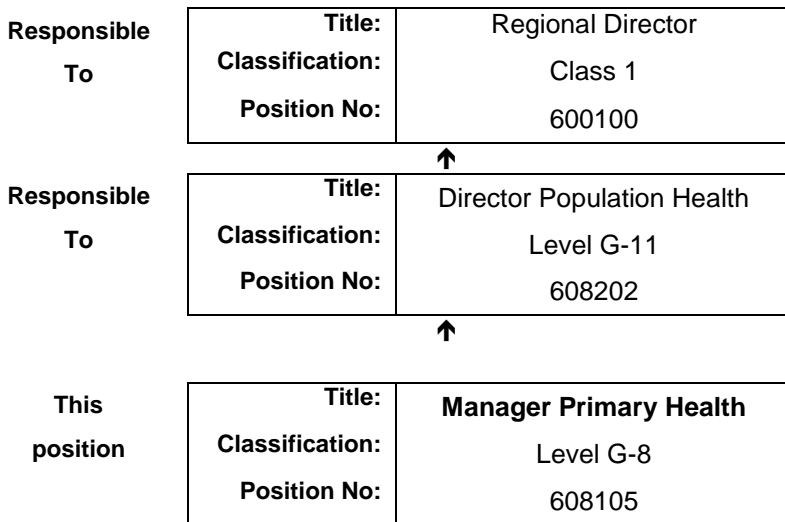


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	608105
<b>Division:</b>	Pilbara	<b>Title:</b>	<b>Manager Primary Health</b>
<b>Branch:</b>	Pilbara Population Health	<b>Classification:</b>	HSO Level G-8
<b>Section:</b>	West Pilbara Primary Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b> Public Health Manager Manager Primary Health (East) Business Manager Administration Assistant Clinical Nurse Manager – Community
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<b>Positions under direct supervision:</b>	<b>← Other positions (indirectly) under control:</b>																																		
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### Section 3 – KEY RESPONSIBILITIES

Responsible for the development, coordination, management and evaluation of Primary Health Programs across the designated district in the Pilbara. Contribute to the operation, safety and security of population health facilities. Responsible for providing leadership and managing the West Pilbara primary health team.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR MISSION**

To deliver and advance high quality care for country WA communities

### **OUR VISION**

To be a global leader in rural and remote healthcare

### **OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

### **OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CONTRACT and SERVICE MANAGEMENT</b>	<b>R</b>	<b>30</b>
1.1	Establishes, manages and reforms primary health programs in accordance with the strategic directions of Pilbara Population Health.		
1.2	Ensures effective program planning, implementation and evaluation with senior staff.		
1.3	Assists in securing appropriate service funding in conjunction with Director of Pilbara Population Health		
1.4	Responsible for the operational delivery of agreements for the provision of health services in conjunction with Director of Pilbara Population Health.		
1.5	Undertakes and ensures contract schedules and reports are prepared in accordance with specified time frames in conjunction with Director of Pilbara Population Health.		
1.6	Undertakes and ensures the effective management of financial, human and physical resources associated with the provision of primary health programs.		
1.7	Represents the interests of Pilbara Population Health on various committees, working groups and professional networks.		
1.8	Supports and implements quality improvement initiatives.		
1.9	Produces reports as required by Director of Pilbara Population Health.		
1.10	Ensures services and programs and resource utilisation is delivered with respect to staff and client safety, cost, and environmental considerations consistent with guidelines and best practice.		
<b>2.0</b>	<b>PRIMARY HEALTH PROGRAM PLANNING</b>	<b>R</b>	<b>30</b>
2.1	Prepares annual plans for the primary health programs in conjunction with senior staff and Director of Population Health ensuring effective implementation and evaluation.		
2.2	Collaborates, plans and negotiates with other primary health service providers in the region to ensure integrated and efficient Primary Health program delivery.		
2.3	Liaises with community, professional and other groups (local, regional, state and federal) to ensure that the needs of all stakeholders are addressed in the planning and development of programs.		
2.4	Assesses, revises, updates, develops and implements primary health protocols and site instructions in accordance with contemporary care models, evidence and reflective practice.		
2.5	Responsible for appropriate primary health resource allocation within the region in conjunction with Director of Pilbara Population Health.		
2.6	Responsible for clinical governance planning and development with clinical, preventive and health promotion program areas.		
<b>3.0</b>	<b>HUMAN RESOURCE MANAGEMENT</b>	<b>R</b>	<b>30</b>
3.1	Ensures effective staff management to the Primary Health team, including leadership to senior staff, recruitment and selection, and performance development.		
3.2	Ensures relevant and appropriate peer and professional practice reviews of staff.		
3.3	Promotes health workforce development for primary health staff; maintains and reviews staff development data with senior staff.		
3.4	Sets and ensures a high standard of clinical and primary health program through the application of reflective practice strategies that improve services and inform the evidence base of primary health.		
3.5	Ensures the data entry, maintenance and appropriate use of clinical and administrative documentation in accordance with organisational requirements.		
<b>4.0</b>	<b>OTHER</b>	<b>O</b>	<b>10</b>
4.1	Ensures that population health facilities are maintained in order to protect the safety, health and hygiene of staff and visitors.		
4.2	Ability to travel and stay overnight away from base where required.		
4.3	Undertakes other duties at the request of the Director PPH.		

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The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated management/leadership skills including preparation of strategic and operational planning, financial and staff management, and quality judgement.
2. Demonstrated ability to plan, implement and evaluate primary health programs.
3. Demonstrated capacity to establish and maintain effect relationships with other agencies and stakeholders in managing primary health programs.
4. Demonstrated ability to lead and work in a multi-disciplinary team in rural / remote areas.
5. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.
6. Demonstrated superior verbal and written communication skills and excellent interpersonal skills including negotiation, conflict resolution and facilitation.
7. Demonstrated knowledge of cultural issues and social determinants particularly relating to Aboriginal health.
8. Evidence of a current C or C-A Class drivers licence.

**DESIRABLE**

1. Possession of relevant qualifications.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Karratha	<b>Accommodation</b>	As determined by WA County Health Service (WACHS) Policy
<b>Appointment Conditions/ Allowances</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Evidence of a current C or C-A Class drivers licence</li> </ul> Allowances  Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26th parallel, air conditioning subsidy		

**Section 7 – CERTIFICATION**

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



Signature and Date: \_\_\_/\_\_\_/\_\_\_  
**Director of Population Health**

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

Name	Signature	Date Appointed	Date Signed