POSITION DESCRIPTION

Position Number	00015702
Position Title	Principal Integrity Officer, Systems
Classification	PSO Level 7
Division	Strategy and Governance
Directorate	Governance and System Support
Branch	System-Wide Integrity Services
Position Status	Fixed Term
Award	Public Service CSA Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

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

REPORTING RELATIONSHIPS

Division:

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Title: Director System Wide Integrity Services Position Number: 00014177

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Title: Manager Integrity, Investigations , Position Number: 00011991

⬆

This Position

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Directly reporting to this position:

Title & Position Number	**Classification**	**FTE**
Senior Data Analyst, Integrity Position Number: 00014397	L6	1
Integrity Officer Project and System Support Position Number:	L5	1

KEY RESPONSIBILITIES

The Principal Integrity Officer, Systems Development and Reporting is responsible for providing high-level strategic, governance support and advice to the System Manager through the development and implementation of technological systems and solutions in supporting the WA health system to manage integrity standards and build information intelligence.

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.

1. SYSTEM DEVELOPMENT

1.1. Provides high quality advice regarding development, implementation, evaluation and maintenance of supportive databases and communication technology systems for building integrity and accountability capability and intelligence.
1.2. Establishes and manages effective working relationships with internal and external service providers and stakeholders in the development, evaluation and maintenance programs for the Integrity ICT systems.
1.3. Coordinates the development and delivery of key Integrity ICT projects, in accordance with identified needs and consultation frameworks, including overseeing any relevant project teams.
1.4. Provides strategic advice on system-wide data analysis, research and assurance activities, enabling a sound understanding of current and future business needs and best practice.
1.5. Responsible for the effective and efficient delivery of quality, timely data analytics and reporting functions to all internal and external customers.
1.6. Maintains an expert awareness of relevant trends and issues in relation to integrity governance, including experiences and learnings in other states.
1.7. As directed by the Manager, participates in and supports other committees, working parties and other project teams in the delivery of systems.
1.8. Formulate project plans for the management and implementation of integrity initiatives including risk and contingency management, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes.

2. PROGRAM AND SERVICE DELIVERY

2.1. Plans and manages research, analysis and intelligence projects in support of System-wide Integrity Services.
2.2. Develops networks and liaises with data custodians and providers to ensure timely access to business processes information and data.
2.3. In consultation with the Manager provides leadership, guidance and direction in the development and implementation of strategic projects.
2.4. Provides a high-quality client focus by ensuring stakeholder needs are communicated and met in a professional and timely manner.
2.5. Draft and prepare correspondence, reports and briefing notes as required.
2.6. Coordinate and ensure commitments to reports, responses and enquiries are met in timely and appropriate manner.
2.7. Manage all aspects of integrity related IT projects to ensure that they align to and directly support the achievement of strategic objectives.
2.8. Manage interdependencies between technology, operations and business needs.

3. OTHER

3.1. Supports the System-wide Integrity Services unit by participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the unit
3.2. Promotes and observes standards and codes of conduct applicable to WA health system staff through both personal behaviour and the delivery of education strategies.
3.3. Develop and extend own professional and work-related knowledge.
3.4. Fosters and maintains effective working relationships with peers, colleagues, stakeholders, and other public sector agencies.
3.5. Provides support to the Manager Integrity, Investigations 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
ESSENTIAL 1. Well-developed project management and coordination skills with demonstrated ability to manage multiple stakeholders and projects simultaneously. 2. Considerable experience in development and management of a portfolio of complex ICT systems implementation and upgrades. 3. Excellent stakeholder engagement and interpersonal communication skills and a strong ability to work with both business and technical areas. 4. Highly developed skills in relevant computer applications, databases and analysis. 5. Highly developed written and verbal communication skills with an ability to liaise, consult and negotiate with a range of internal and external stakeholders. 6. Demonstrated knowledge and understanding of the legislative and policy framework, standards and best practice methodologies relevant to governance and risk management issues.

Desirable Selection Criteria
DESIRABLE 1. Tertiary qualification in a relevant discipline. 2. Project Management qualifications. 3. Knowledge of the Western Australian health system.

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: