



HSS Registered

Health Service Planner
Health Salaried Officers Agreement: HSO Level G8
Position Number: 112865
Clinical Service Planning & Population Health
Clinical Service Planning
South Metropolitan Health Service

Reporting Relationships

Executive Director, Clinical Service Planning & Population Health
 Class 2
 Position Number: 00002816



Manager Service Planning
 HSO Level G10
 Position Number: 00115382



This Position



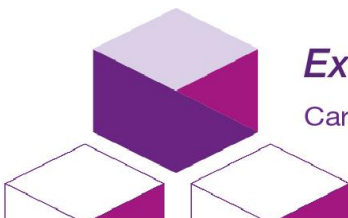
Directly reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

Key Responsibilities

Leads and facilitates the development and implementation of health service redesign, integrated service delivery models, evaluation and other projects in collaboration with health service providers and key stakeholders to meet the key strategic directions of South Metropolitan Health Service (SMHS) and the broader health system.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Project Management

- 1.1 Provides project initiation management and implementation of health service planning and redesign projects.
- 1.2 Undertakes evaluation of existing service models and new initiatives to ensure efficacy of health service redesign and reconfiguration.
- 1.3 Ensures projects are managed within scope, timelines and budgets.
- 1.4 Demonstrates an outcome oriented approach to project management and service re-design.

2. Planning

- 2.1 Researches current literature and emerging issues in health to maintain expert awareness of national and international trends and evidence based practice to inform health service planning and redesign projects.
- 2.2 Identifies potential risks, benefits, costs and impact on the SMHS health system in relation to proposed initiatives and strategies.
- 2.3 Analyses data and information related to ABF and non-ABF activity, and service models.

3. Stakeholder engagement, Communication & Information

- 3.1 Identifies key stakeholders, develop communication and engagement strategies/plans to ensure maximum participation in all health service redesign.
- 3.2 Develops and maintains relationships with health and community stakeholders from all sectors to ensure participation as relevant in projects.
- 3.3 Compiles and provides reports and documentation including briefing notes as required.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance 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. Demonstrated experience in health service planning, project management and change management skills and an ability to achieve outcomes.
2. Demonstrated communication, stakeholder engagement, and facilitation and negotiation skills with the ability to be flexible and adaptable to achieve outcomes.
3. Excellent interpersonal, verbal and written communication skills, including demonstrated report writing and oral presentations.
4. Excellent analytical, conceptual, problem solving and organisational skills.
5. Experience in health care delivery.
6. Demonstrated experience and knowledge with the use of health data systems to support health service planning and redesign.

Desirable Selection Criteria

1. Tertiary qualifications in a health-related discipline or extensive experience health services planning and service redesign.
2. Contemporary understanding of the state and national health directions and issues impacting on the delivery of health care across all sectors.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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.			
Belinda Whitworth	Signature	or	He 06810
Manager / Supervisor			HE Number
			04/01/2018
			Date
Dept. / Division Head	Signature	or	HE Number
Name			Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
Occupant Name	Signature	HE Number	Date
HSS Registration Details (to be completed by HSS)			
Created on	Last Updated		
	on	11 March 2019	