



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Senior Project Officer – Community Nursing

Position details

Position Number:	00015763
Classification:	HSO Level G7
Agreement:	Health Salaried Officers Agreement
Directorate:	Operations - Service Unit 1 - Community Health
Department:	Service Support
Location:	Community Health – Mill St

Reporting relationships

This position reports to:

00005907	Senior Coordinator Service Development	Level G9
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Positions under direct supervision:

Project Officer – Community Nursing	Level G5	1FTE
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Key Responsibility

- Works collaboratively with stakeholders to manage service development projects that assist in the achievement of Community Nursing and organisational goals.
- Supervises staff, and oversees and reports on, service development projects within their remit.
- Collaborates with Community Health staff to promote consumer-focused and evidence-based service delivery.



About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

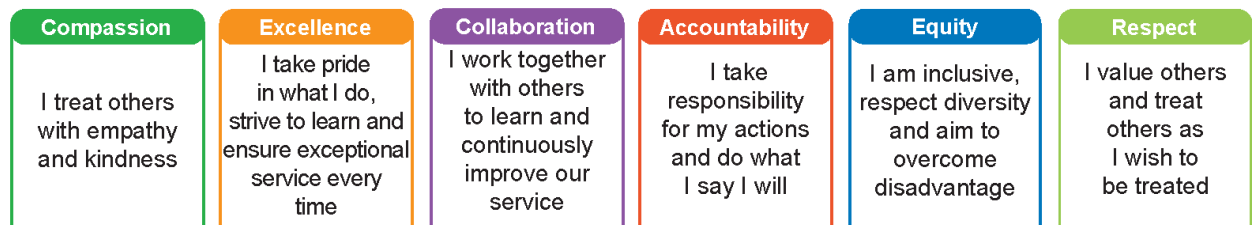
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Project management responsibilities

- Coordinates and carries out the planning, implementation and evaluation of service development projects for community nursing services, in keeping with the priorities and operational objectives of the Community Health nursing directorate.
- Undertakes research and analysis of information that informs strategic decision making and project planning, implementation and evaluation.
- Leads and undertakes agreed project activities, including project management activities such as preparing and maintaining project schedules, communications and status reports.
- Consults with relevant stakeholders internally and externally to plan, implement and evaluate projects.
- Develops and maintains effective relationships and networks with key internal and external stakeholder groups.
- Monitors, tracks and evaluates project deliverables and outcomes, including coordinating the involvement of relevant stakeholders as required.
- Ensures that projects operate within allocated budget and timeframes.
- Adopts a risk management approach to projects, identifying key project risks and assisting in their resolution.
- Provides advice and support on issues impacting on projects being undertaken, and actively assists in the management of these issues.
- Adopts a consumer-focused and outcome-oriented approach to project management.
- Participates as a member of relevant project working groups and committees.
- Maintains sound documentation and project records, including developing required information systems to support project objectives.
- Drafts and reviews briefing notes, ministerial correspondence, reports, submissions, discussion papers and other written documents as required in relation to work portfolio.
- Participates in the Child and Adolescent Health Service performance development review process and undertakes ongoing performance development review with employees under their supervision.

2. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the CAHS Vision and CAHS Values of Compassion, Collaboration, Accountability, Respect, Excellence and Equity.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.

- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Demonstrated experience and well-developed skills in project management, with an ability to deliver project outcomes.
2. Demonstrated high-level written and verbal communication skills, including interpersonal and negotiation skills.
3. Demonstrated ability to consult and work collaboratively with a range of internal and external stakeholders.
4. Well-developed conceptual, analytical and problem solving skills.
5. Demonstrated competency in supervising staff and leading teams.
6. Demonstrated organisational skills and ability to be flexible, adaptive and innovative in the achievement of objectives.
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. Tertiary degree qualifications in social, health or behavioural science.
2. Demonstrated experience working with child and adolescent community nursing services.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
3/02/2020	8/05/2020	30/06/2020

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date

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

Occupant Name

Signature or HE Number

Date