



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Senior Portfolio and Policy Officer

Position details

Position Number: 00005896
 Classification: HSO Level G9
 Agreement: Health Salaried Officers Agreement
 Directorate: Operations - Service Unit 2 - Mental Health
 Department: CAMHS Corporate
 Location: CAMHS Corporate Office

Reporting relationships

This position reports to:

00008575 Director Specialised Services Level G11

Positions under direct supervision:

Project and Policy Officer HSO G6 1.00FTE

Key Responsibility

Undertakes the role of Senior Portfolio and Policy Officer in regard to Child and Adolescent Mental Health Services policy and program development and analysis. Develops strategic policy relating to mental health with an emphasis on facilitating health improvements for Aboriginal and Torres Strait Islanders in accordance with government and health system objectives. Reviews, monitors and implements policy and programs. Supports the Service Co-Director in the management of the Child and Adolescent Mental Health Service (MHS) to deliver its business plan and achieve CAMHS strategic objectives.

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



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

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:

Compassion

I treat others with empathy and kindness

Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

Collaboration

I work together with others to learn and continuously improve our service

Accountability

I take responsibility for my actions and do what I say I will

Equity

I am inclusive, respect diversity and aim to overcome disadvantage

Respect

I value others and treat others as I wish to be treated

Summary of accountabilities

1. Brief Summary of Duties

- Undertakes the role of Senior Portfolio and Policy Officer in regard to child and adolescent mental health.
- Initiates and undertakes examinations of specific populations and related social and economic needs of the Western Australian Child and Adolescent population, and sub-groups, as required for the development of policy and program strategies.
- Contributes to the development, review and implementation of State and National health policies.
- Provides strong leadership in the delivery of child and adolescent mental health practice within the Department of Health (DOH) and in partnership with providers.
- Develops strategic policy for Child and Adolescent Mental Health Service for compliance in accordance with government and health system objectives.
- Reviews and monitors new and existing policies, programs and practices in Child and Adolescent Mental Health Service for compliance with, and achievement of, government and health system objectives.
- Contributes to the development of implementation strategies, quantitative, qualitative standards and evaluation criteria for nominated functional areas.
- Liaises with other departments, non-government agencies and the private sector to assist with the development, review and monitoring of one or more functional areas.
- Represents the DOH and the Child and Adolescent Mental Health Service on State Government level committees and working parties as directed.
- Coordinates the evaluation of discrete policy initiatives as directed.
- Maintains an expert awareness of relevant trends and issues in relation to health service delivery by other Health Service Providers, Australian States, Territories, overseas and internationally.
- Prepares discussion papers, responds to ministerial correspondence, reports and other documents relating to Child and Adolescent Mental Health Service policy issues.
- Contributes to business planning and strategy development in line with the strategic directions of the Division and the Health Service.
- Contributes to and supports the preparation of the Child and Adolescent Mental Health Service reporting requirements such as annual reporting and budget estimates.

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. High level interpersonal, verbal and written communication skills including negotiation skills, and proven ability to identify and maintain key relationships with internal and external stakeholders.
2. Proven ability in the development, evaluation and implementation of policy and programs.
3. Highly developed analytical, conceptual and problem solving skills, including the ability to use information and research evidence effectively.
4. Demonstrated project management skills, including leadership, team support and mentoring.
5. Knowledge of trends and issues relevant to the Child and Adolescent Mental Health Service, with particular reference to disadvantaged groups, including Aboriginal and Torres Strait Islanders.
6. 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 qualifications in a relevant discipline.
2. Relevant experience in a health industry environment
3. Current "C" or "CA" class driver's licence.

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
13/03/2020	12/04/2020	2/02/2021

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