

Position Title: Project Scheduling Officer

Classification	HSO Level G8
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Program Delivery
Function	Program Delivery
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Program Delivery Business Unit, the Project Scheduling Officer is responsible for:

- Supporting Project and Program Managers in scheduling and project planning.
- Ensuring these adhere to WA Health and HSS Policies, procedures and standards.

REPORTING RELATIONSHIPS:

Program Director
HSO Level G14



Manager, Program Management Office
HSO Level G10



This position



Directly reporting to this position:

Title	Classification	FTE
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No direct reports

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA Health system. HSS was established in 2016 under the Health Services Act 2016 (WA) and transitioned to be governed by a Board in July 2020.

HSS provides a suite of services to support WA public hospitals and health services to deliver excellent health care. These services include ICT, Procurement & Supply, Employment, Payroll and Financial Services.

HSS's values underpin everything we do. We are committed to enhancing the experience of our customer by delivering simple, reliable and responsive shared services, and create partnerships to find solutions.

HSS actively seeks to empower a "Think Customer First" culture with skilled, motivated and experienced teams of people. With a commitment to equity and diversity, relationships are based on trust, mutual respect and the acceptance of responsibility and accountability. HSS is committed to career development, professional learning and the wellbeing of our employees.

HSS PURPOSE AND VALUES

Purpose

We support our customers to provide excellent health care
Overarching KPI = Customer Satisfaction Score (CSAT)

Values

Think
customer first

We promise,
we own, we do

We will find
a way

We make a
difference together

BUSINESS UNIT ROLE:

The Program Delivery Business Unit is responsible for the delivery of the ICT program and project portfolio required to support the WA health system's strategic objectives and maintain the provision of critical ICT infrastructure and applications for the WA health system. This includes the delivery of clinical, integrated care, infrastructure and corporate ICT programs and projects per the defined scope, cost and schedule, via robust and effective management.

POSITION RESPONSIBILITIES:

HSS Participation (Self):

- Maintains the HSS "Think Customer First" culture and demonstrate a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contribute in maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Developing and executing objectives, standards and procedures applicable to estimating, scheduling and project controls.
- Aiding and assisting Project Managers with the development and implementation of their project plans.
- Monitoring and reporting on progress against individual project plans.
- Ensure a consistent project scheduling methodology is adopted across the capital delivery programs, accurate milestone reporting and timely updates.
- Supporting the delivery programs in the development of integrated program schedules, ensuring program do-ability and fleshing out project interdependencies.
- Ensures initiatives and projects implemented adhere to the WA health systems and HSS's policies, procedures and standards.
- Have advanced knowledge and experience with project controls software including MS Project 2016 and MS Excel 2016.
- Undertakes other duties as required.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Significant experience in schedule control and analysis, providing early heads-up to the Program Manager and Project Managers
2. Well-developed conceptual and analytical skills including proven experience in the development and delivery of complex project schedules using the Critical Path Method
3. Demonstrated experience in project management and associated documentation and processes.
4. Proven self-motivation and result-orientated attributes with the ability to perform under pressure of aggressive deadlines.
5. Superior communication skills with the ability to engage stakeholders to achieve positive project outcomes.
6. Demonstrated flexibility and adaptability to a range of complex tasks, changing roles, skill requirements and organisational structure.

DESIRABLE CRITERIA:

1. An understanding of the WA health system's composition and functions.
2. Previous experience in a health care information technology environment.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.