

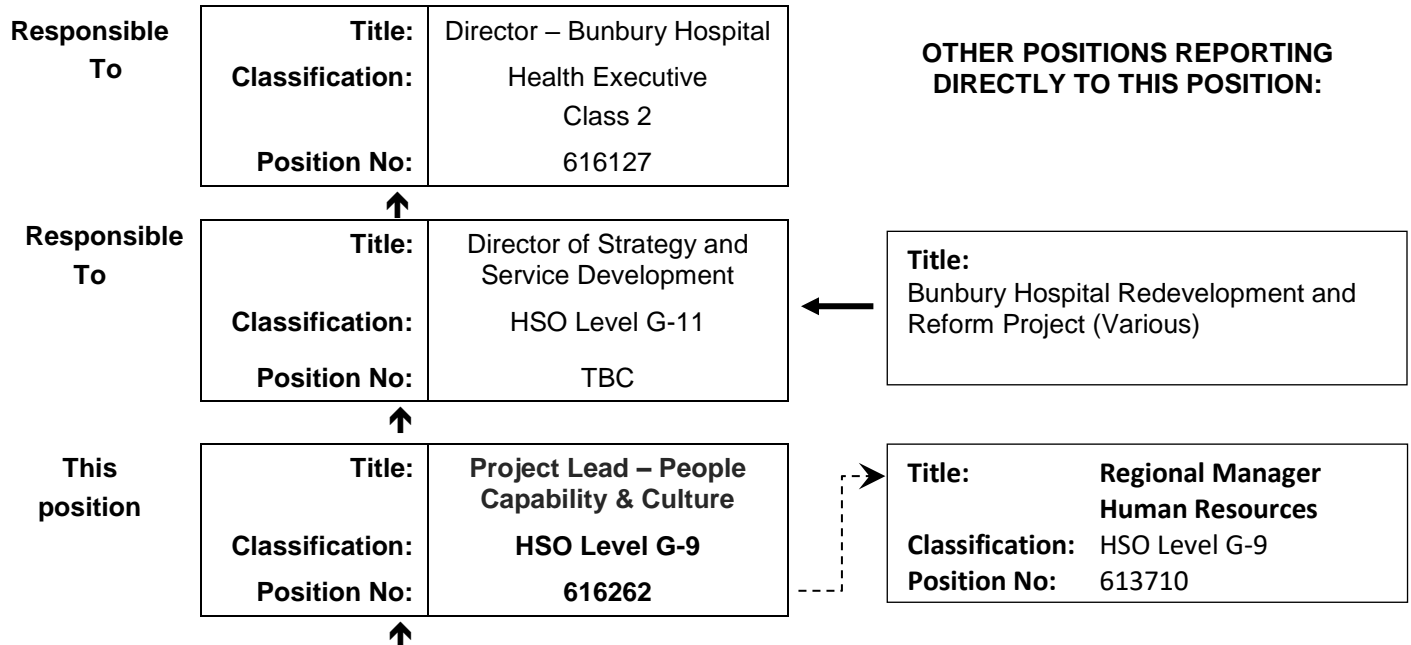


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	616262
Division:	South West	Title:	Project Lead – People Capability & Culture
Branch:	Bunbury Hospital	Classification:	HSO Level G-9
Section:	Bunbury Hospital Redevelopment and Reform Project	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:

Position No.	Title	FTE
616265	HR Consultant HSO G6	2.0
616266	Senior Project Officer HSO G7	2.0

Section 3 – KEY RESPONSIBILITIES

Leads the HR project team and delivers workforce transition projects and provides effective management of human resource matters. Develops and implements comprehensive transition strategies, plans and workforce modelling for the Bunbury Hospital Redevelopment and Reform Project. Provides professional and technical advice on human resource management issues, including change management expert advice and guidance, ensuring staff are supported and relevant legislative obligations are met, within allocated budget.

TITLE	Project Lead – People Capability & Culture	POSITION NO	616262
		CLASSIFICATION	HSO Level G-9



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

WA Country Health Service
South West

14 May 2021

REGISTERED

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

TITLE	Project Lead – People Capability & Culture	POSITION NO	616262
		CLASSIFICATION	HSO Level G-9

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	<p>This position is line managed by Director of Strategy and Service Development. Professional Reporting to Regional Manager Human Resources. Performance management will occur jointly with Director of Strategy and Service Development and Regional Manager Human Resources.</p>		
1.0	LEADERSHIP & MANAGEMENT		
1.1	Leads and directs the HR Project team, ensuring staff are appropriately selected and trained, and deliver on assigned outcomes.		
1.2	Provides leadership and direction to the provision of integrated human resource and industrial relation services to support service redesign and reform.		
2.0	PROJECT PLANNING AND CORPORATE RESPONSIBILITIES		
2.1	Plans and develops Bunbury Hospital Redevelopment HR related projects with a whole of WACHS South West and whole of Health focus.		
2.2	Undertakes HR development and planning activities with consideration of ongoing health reform agendas and system improvement projects.		
2.3	Develops key projects and detailed project implementation plans ensuring they are managed within budget and in a timely manner.		
2.4	Utilising knowledge of contemporary human resource practices, translates workforce and performance information into practical, value adding ideas for application within the business to improve performance and culture.		
2.5	Leads and manages OD initiatives using project management approaches within agreed timeframes, and if applicable, budget. This may include investigating planning and policy issues and HR implications associated with the project, developing project scopes and implementation plans, and preparing reports and briefing notes.		
2.6	Delivers workforce reporting, advice and analysis, including providing management and stakeholders with detailed analysis and reports on workforce trends and key performance indicators to support OD initiatives.		
2.7	Establishes baseline analysis for OD initiatives, and develops Key Performance Indicators (KPI's) with clear measurement processes.		
2.8	Identifies, manages, and reports on risks and issues impacting project outcomes, including changes in project scope and budget; reports significant (high risk) and/or systemic issues identified to executive; ensures changes are maintained appropriately within WACHS-SW financial and human resources approved delegations.		
2.9	Prepares high quality reports, briefings and correspondence for the Director of Strategy and Service Development and Regional HR Manager as required, and to support discussion and resolution of complex issues.		
2.10	Reviews and evaluates the outcomes of programs and projects as required. Ensuring quality improvement principles and standards are monitored and managed.		
2.11	Responds appropriately to agency and system reporting requirements		
3.0	CONSULTATION AND STAKEHOLDER MANAGEMENT		
3.1	Operates as a key contact point for internal and external stakeholders for HR related project matters.		
3.2	Leads and advises on key HR related project management strategies, and facilitates change management activities, with project sponsors and managers, Bunbury Hospital (BH) executives and other key stakeholders.		
3.3	Represents BH in relevant committees, high level forums and discussions to resolve project issues and risks, and to promote BH interests and projects.		
3.4	Works collaboratively with colleagues from the WA Health Industrial Relations Service, Health Support Services, Public Sector Commission and WACHS-SW Human Resources to ensure an integrated HR service and successful implementation of Project deliverables		

CONTINUED

Effective date of document
May 2021

**WA Country Health Service
South West**

14 May 2021

REGISTERED

TITLE	Project Lead – People Capability & Culture	POSITION NO	616262
		CLASSIFICATION	HSO Level G-9

Section 4 – STATEMENT OF DUTIES Continued

Duty No.	Details	Freq.	%
4.0	WACHS-SW GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS		
4.1	Ensures as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.		
4.2	Participates in an annual performance development review and undertakes performance development review of staff under their supervision.		
4.3	Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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, WACHS South West 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.		
5.0	UNDERTAKES OTHER DUTIES AS DIRECTED		
	<div style="border: 2px solid blue; padding: 10px; width: fit-content; margin: 0 auto;"> <p>WA Country Health Service South West</p> <p>14 May 2021</p> <p>REGISTERED</p> </div>		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

TITLE	Project Lead – People Capability & Culture	POSITION NO	616262
		CLASSIFICATION	HSO Level G-9

Section 5 - ESSENTIAL SELECTION CRITERIA

The following criteria are to be read together with the Statement of Duties and considered within the context of the WACHS Values.

ESSENTIAL

1. Demonstrated extensive experience in the delivery and management of human resource and/or industrial relations services at a senior level in a complex organisational environment.
2. Demonstrated comprehensive understanding of contemporary workforce issues and trends and substantial experience in workforce change management, project coordination and HR management.
3. Demonstrated highly developed communication, consultation and negotiation skills, with a demonstrated ability to influence people in the achievement of objectives and establish collaborative relationships and networks.
4. Demonstrated ability to work collaboratively with complex team structures and effectively negotiate, influence and maintain cooperative working relationships towards targeted outcomes.
5. Demonstrated comprehensive knowledge and understanding of the legislative and regulatory framework governing public sector employment, including knowledge of WA Health HR and recruitment policies and processes.
6. Demonstrated highly developed analytical, conceptual, problem solving and research skills, with a proven ability to provide innovative solutions to complex workforce issues.
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

1. Experience in the delivery and management of human resource or industrial relation services in the public sector.
2. Tertiary qualifications in a relevant discipline.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury Hospital	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre-Employment Health Screening clearance. • Successful WA Health Integrity check. 		

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer WACHS

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

Name	Signature	Date Appointed	Date Signed

Effective date of document
 May 2021

<p>WA Country Health Service South West</p> <p>14 May 2021</p> <p>REGISTERED</p>
--