

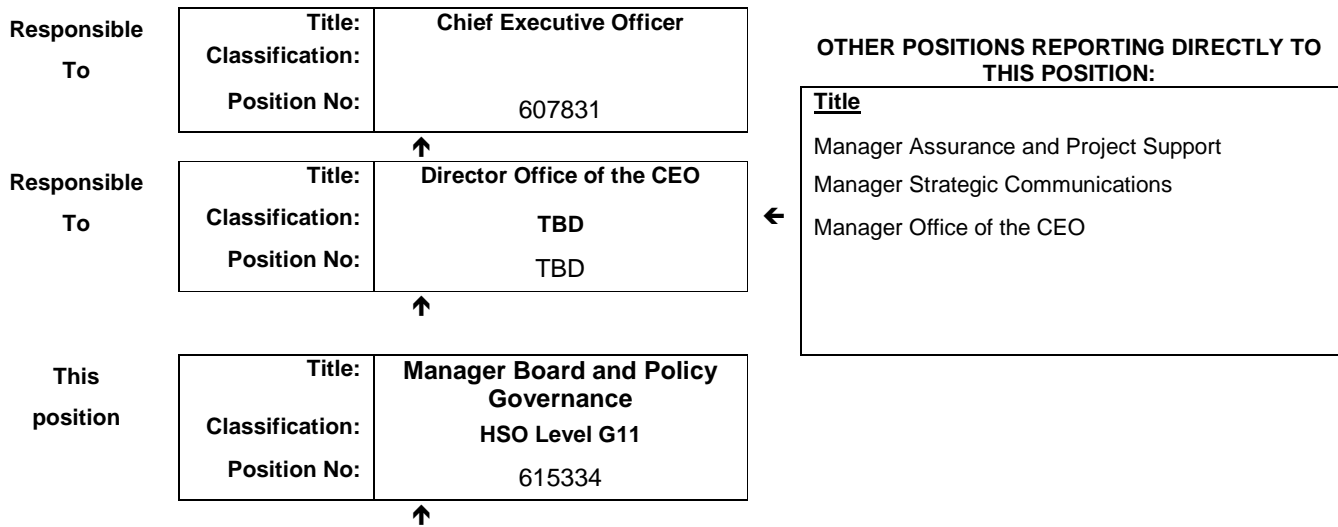


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Central Office</b>		<b>Position No:</b>	615334
<b>Division:</b>	Office of the Chief Executive Officer	<b>Title:</b>	Manager Board and Policy Governance
<b>Branch:</b>		<b>Classification:</b>	HSO Level G11
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Position No.</th> <th style="text-align: left;">Title</th> <th style="text-align: left;">Level</th> </tr> </thead> <tbody> <tr> <td>613311</td> <td>Manager, Policy Development</td> <td>HSO Level G9</td> </tr> </tbody> </table>	Position No.	Title	Level	613311	Manager, Policy Development	HSO Level G9	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: left;">Number</th> </tr> </thead> <tbody> <tr> <td>HSO Level G5</td> <td>613577</td> </tr> </tbody> </table>	Category	Number	HSO Level G5	613577
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613311	Manager, Policy Development	HSO Level G9									
Category	Number										
HSO Level G5	613577										

### Section 3 – KEY RESPONSIBILITIES

The Manager Board and Policy Governance is responsible for the coordination of Board Operations including the provision of high level Executive support to the WACHS Chief Executive, the WACHS Board and associated Board committees. The Manager Board and Policy Governance is also responsible for providing leadership and management of the policy framework for WACHS. The Manager supports the provision of high level advice to the WACHS Executive on matters of Government and Health policy and is the liaison point for policy matters with the Department of Health. The Manager undertakes high level research and sources contemporary information to inform the CEO and Board on trends and developments relevant to a regional healthcare environment.

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**5 December 2016**  
**REGISTERED**

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	CLASSIFICATION	HSO Level G11



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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

**Quality health services for all.**

**Improving the health of Aboriginal people and those most in need.**

**A fair share for country health.**

**Supporting our team – workforce excellence and stability.**

**OUR VALUES**

**Community** – making a difference through teamwork, generosity and country hospitality.

**Compassion** – listening and caring with empathy and dignity.

**Quality** – creating a quality health care experience for every consumer.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity with a fair share for all.



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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>Board Support and Management</b>		
1.1	Manages all activities associated with the establishment, management and coordination of the WACHS Board including ensuring appropriate governance arrangements are in place to support the achievement of Board functions.		
1.2	Directs the provision of high level Secretariat support for the Board and Board committees including management of agendas, minutes and reports, and board logistics including coordination of membership, entitlements and other requirements.		
1.3	Leads and manages high level projects associated with Board governance and assurance activities. Provides input to reports, proposals and presentations including briefing notes, Ministerial responses and media releases relevant to the area of responsibility.		
1.4	Maintains oversight of compliance with Government, WA Health, WA Country Health Service policies and procedures for functions within the area of responsibility.		
1.5	Monitors, evaluates and provides high level papers identifying trends and issues of relevance to Board operations.		
1.6	Monitors the internal and external environment to ensure contemporary understanding of issues impacting the operation of the Board and its committees across WA Health, Government and the broader health sector.		
1.7	Acts as the point of contact for the Department of Health liaison on Board matters.		
1.8	Lead the development and implementation of policies and strategies to achieve corporate objectives and to enhance WACHS's relationship with stakeholders.		
<b>2.0</b>	<b>Policy Leadership and Coordination.</b>		
2.1	Leads and manages the policy framework within WACHS including ensuring appropriate policy coverage for clinical and corporate activities.		
2.2	Lead WACHS input to the development, review and implementation of WA Health Policy Frameworks; including leading WACHS responses and ensuring that WACHS policy needs are addressed.		
2.3	Provides high level strategic analysis and advice to the WACHS Executive and Committees on policy matters, including providing support to the achievement of National Safety and Health Standards, Corporate EQulP requirements, and Government policy.		
2.4	Supports the provision of high level advice to the Board and the WACHS Executive on matters of Government and Health policy and acts as a liaison point for policy matters with the Department of Health.		
2.5	Initiates, develops, recommends, and contributes to high level strategic policy development aligned with WACHS objectives		
2.6	Ensures integration of the policy development and review framework		
2.7	Prioritises WACHS policy development program in line with the strategic risks identified including progressing policy recommendations arising from internal audit outcomes.		
2.8	Ensures WACHS policy records are maintained consistent with the requirements of the State Records Act 2000.		
3.5	Ensures effective dissemination of policies to increase staff understanding and awareness.		
3.6	Leads policy education programs to ensure policy requirements are understood by staff.		
3.7	Acts as the point of contact for the Department of Health liaison on policy matters.		
<b>3.0</b>	<b>Other Duties</b>		
3.1	Leads and oversees the development of the WACHS Annual Report ensuring a coordinated and planned approach to the development of submissions across a		

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	number of WACHS Directorates.		
3.2	Leads the development of strategic plans for areas of responsibility consistent with organisational objectives.		
3.3	Participates in continuous quality improvement activities and processes to monitor, evaluate and develop services and performance.		
3.4	Performs activities in accordance with Government, WA Health and WACHS Policies and Procedures.		
3.5	Demonstrates leadership behaviours and effectively supports WACHS values. Other duties as required by the WACHS Board and CEO.		
	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.		



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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated experience providing high level support to Executive Committees or Boards in a complex organisation.
2. Demonstrated leadership and management skills and experience at a senior level.
3. Highly developed communication, consultation and negotiation skills and the ability to establish collaborative networks within and external to the organisation.
4. Experience in the development and management of strategic policy at an organisational level.
5. Current knowledge of legislative and regulatory requirements in the areas of equal opportunity, disability services and occupational safety and health, and how these impact on employment, people management and service delivery.
6. Current C class drivers licence.

**DESIRABLE**

1. Tertiary qualifications in a relevant discipline.
2. Demonstrated knowledge of strategic issues and trends impacting the WA Health Sector.
3. Senior level experience in the public health sector.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>		<b>Accommodation</b>	
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current C Class drivers licence</li> </ul>		
<b>Specialised equipment operated</b>			

**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**

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

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>

