



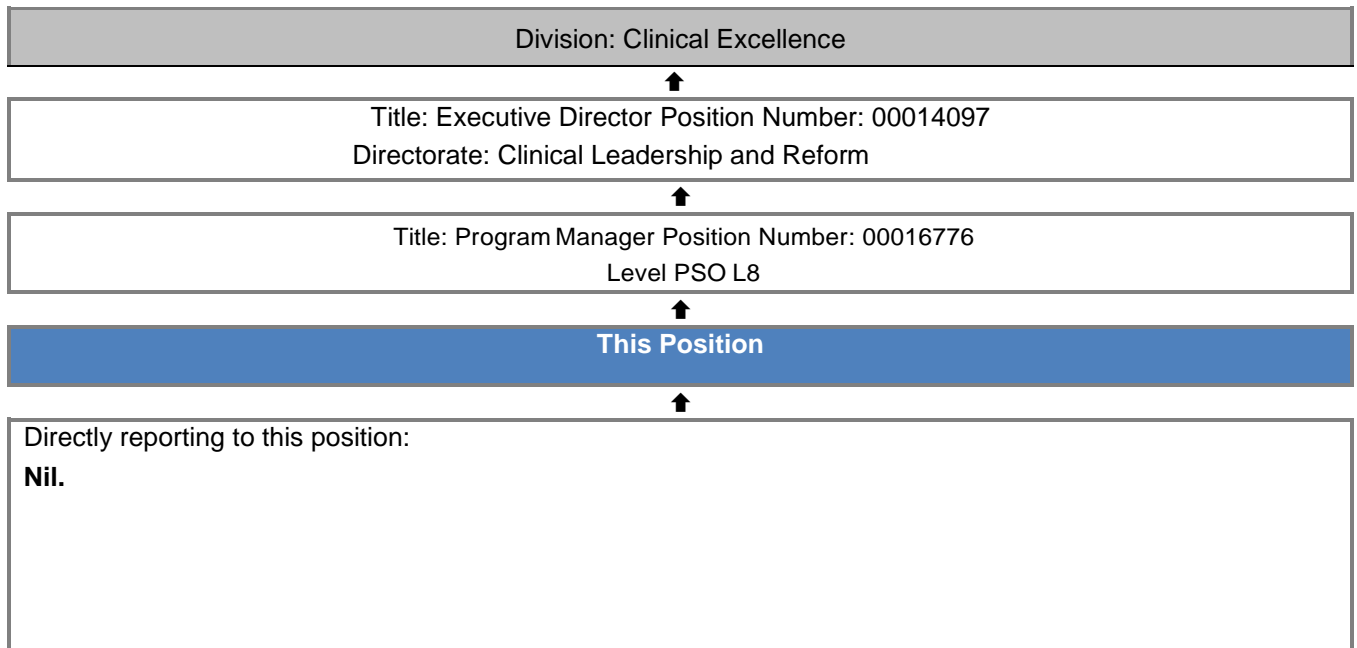
POSITION DESCRIPTION

Position Number	00016852
Position Title	Project Officer
Classification	Level 5
Division	Clinical Excellence
Directorate	Clinical Leadership and Reform
Branch	System Clinical Support and Innovation
Position Status	Temporary
Award	Public Sector CSA Agreement
Site Location	Royal Street, East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

The Project Officer performs project management and support activities to contribute to the development and delivery of a range of projects in line with established objectives.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

1. Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology.
2. Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
3. Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans.
4. Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
5. Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.
6. Other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria
1. Excellent problem-solving skills including conceptual and analytical ability.
2. Good interpersonal, verbal and written communication skills.
3. Experience in developing and implementing projects and relevant experience with computer applications.
4. Experience in the use of appropriate research techniques in the design, analysis and reporting of health or social research.
5. Experience in or demonstrated understanding of health system improvement and reform.

Desirable Selection Criteria
1. Demonstrated knowledge of the health system, issues and trends.
2. Qualifications in a relevant discipline.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Factors
– Successful 100-point Identification Check.
– Successful Criminal Record Screening Clearance.
– Successful Pre-Employment Integrity check.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Project Officer
Position Number: 00016852
Created August 2021
Last updated 02 August 2021
HSS Registered

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Created August 2021
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