



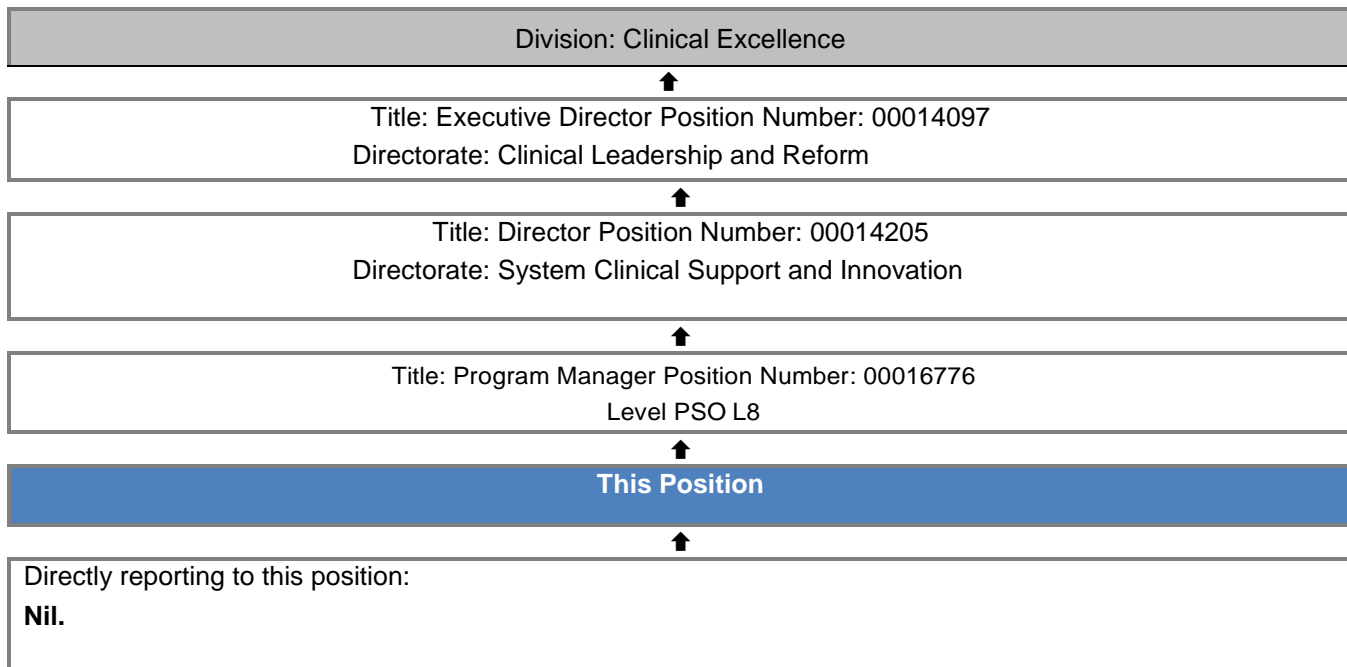
POSITION DESCRIPTION

Position Number	00016880
Position Title	Principal Project Officer
Classification	PSO Level 7
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

Takes a lead role in the development, coordination, management and delivery of initiatives, projects and programs that contribute to the improvement of the WA health system.

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. Develops effective consultation processes to ensure effective coordination, development and evaluation of strategic initiatives, policies and programs across the Health System.
2. Provides strategic advice, guidance and direction to the Director and Program Manager.
3. Develops system wide responses to key reforms, policies and initiatives.
4. Develops detailed project implementation plans including comprehensive risk analysis related to key objectives of projects.
5. Conducts reviews of legislation, policy, services and specific issues as required.
6. Conducts reviews and assessments of strategic level projects.
7. Consults closely with senior staff to facilitate the effective development and implementation of strategies, projects and programs.
8. Coordinates the preparation of programs reports, working plans and briefing papers, Ministerial and other correspondence as required.
9. Performs other duties as requested.

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

Comprehensive skill, knowledge and demonstrated experience in:

1. Substantial experience and demonstrated expertise in managing projects and project management systems and tools, especially within the health care environment.
2. Highly developed oral and written communication and interpersonal skills, including the ability to negotiate effectively at all levels.
3. Demonstrated ability to lead and manage people and promote an effective team working environment.
4. Highly developed conceptual and analytical skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex problems.
5. Highly developed planning and organisational skills including the ability to manage a multifaceted workload in a complex environment.

Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery
2. Experience and knowledge of current health issues in both the acute and community settings.
3. Tertiary qualifications in a relevant discipline.

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: