



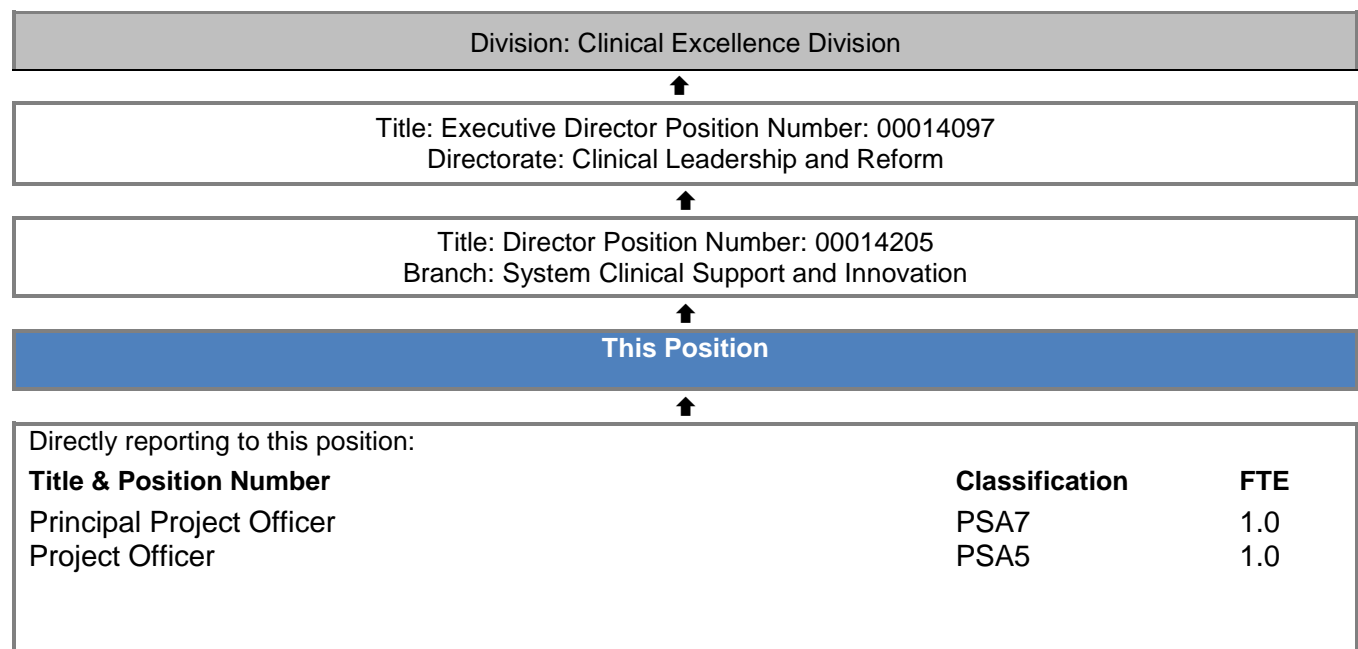
POSITION DESCRIPTION

Position Number	00016776
Position Title	Program Manager
Classification	PSO Level 8
Division	Clinical Excellence
Directorate	Clinical Leadership and Reform
Branch	System Clinical Support and Innovation
Position Status	Temporary
Award	Public Sector CSA Agreement
Site Location	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

Coordinates and manages the strategic development and delivery of projects/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. Manages and reviews projects/programs related to the development and implementation of health system improvement initiatives.
2. Applies a wide range of stakeholder engagement strategies to inform the development and implementation of health system improvement projects/programs.
3. Develops detailed project/program implementation plans including comprehensive risk analysis.
4. Leads and coaches' teams involved with health and service improvement projects/programs; and supports committees and working parties involved in associated projects/programs.
5. Develops strong working relationships in order to effectively liaise, consult and negotiate with key internal and external stakeholders.
6. Responsible for overall coordination and management of project/program arrangements, including:
 - Human, financial and physical resources,
 - Governance development and representation,
 - Stakeholder management and communications,
 - Contract management of external consultants,
 - State and Commonwealth reporting requirements,
 - Monitoring and evaluation,
 - Other duties as required to ensure effective delivery of a project/program.
7. Develops strategies and action plans to evaluate the effectiveness of projects and work programs that have been initiated.
8. Provides strategic advice to the Clinical Excellence Division and other Executives including the Director General.
9. Actively participates in projects, reviews and other work programs coordinated by the Department of Health.

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
<ol style="list-style-type: none"> 1. Substantial experience and expertise in managing service improvement projects/programs and project management systems and tools. 2. Demonstrated experience in the engagement of a wide range of stakeholders in the delivery of projects/programs. 3. Excellent oral and written communication and interpersonal skills, including the ability to negotiate effectively at all levels. 4. Demonstrated planning and organisational skills including the ability to manage a multi-faceted workload in a complex environment. 5. Demonstrated ability to lead, manage and coach teams to achieve health system/service improvement. 6. Excellent conceptual and analytical negotiation skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex problems.
Desirable Selection Criteria
<ol style="list-style-type: none"> 1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery. 2. Demonstrated knowledge of the health system. 3. Relevant tertiary qualifications.

Appointment Factors	<ul style="list-style-type: none"> – Successful 100 point Identification Check. – Successful Criminal Record Screening Clearance. – Successful Pre-Employment Integrity check.
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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: