



HSS REGISTERED

Innovation Project Officer
Health Salaried Officers Agreement: G-6
Position Number: 603431
Clinical Services / Innovation Hub
East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Executive
East Metropolitan Health Service
Position Number: 602766



Area Director of Clinical Services
Award Level:
Position Number:



Innovation Manager
Award Level: G-10
Position Number: 603263



This Position



Directly reporting to this position:

- Nil



Also reporting to this supervisor:

- Nil

Key Responsibilities

This position is responsible for contributing to the success of the Innovation Hub by:

- Helping coordinate innovation activities under the direction of the Innovation Manager.
- Engaging with external stakeholders to help create partnerships with EMHS innovators
- Planning innovation events
- Effectively facilitating innovation workshops
- Engaging with EMHS staff to facilitate and promote innovation

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organization to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Culture

- 1.1 Supports the development and implementation of innovation cultural maturity activities through open collaboration in a safe supportive space.
- 1.2 Contributes to innovative knowledge exchange by linking diverse knowledge fields and industry sectors together to encourage creative thinking.
- 1.3 Initiates, researches and investigates trends or new developments in innovation and practices to support an innovation culture.

2. Planning

- 2.1 Supports the planning, development and delivery of innovation activities and events.
- 2.2 Designs and assists with the implementation of projects and system tools for innovation activities.
- 2.3 Undertakes research and analysis of information to inform innovation initiatives.
- 2.4 Coordinates and ensures commitments to reports, responses and enquiries are met in timely and appropriate manner.
- 2.5 Prepares drafts, briefs, Ministerial correspondence, responses and reports as required.
- 2.6 Applies continuous quality improvement principles by evaluating innovation outputs and incorporating stakeholder feedback.

3. Stakeholder Engagement

- 3.1 Liaises and develops effective linkages and relationships with other branches, health service units and external agencies for innovation activities and events.
- 3.2 Provides advice and support to project management groups on issues impacting on innovation projects being undertaken.
- 3.3 Represents the Innovation Hub on committees and working groups in relation to innovation initiatives being undertaken by EMHS.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance 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 the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Good verbal and presentation skills to facilitate Innovation Hub events and activities
2. Highly developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
3. Excellent interpersonal skills with the ability to establish and maintain effective relationships with internal and external stakeholders.
4. Good written communication skills including highly-developed report writing, correspondence and documentation skills.
5. Experience in project management and sound knowledge of project management principles and techniques.

Desirable Selection Criteria

1. Knowledge of the WA Health System and innovation methods such as design thinking.
2. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)			
Created on		Last Updated on	March 2021