

Position Title: Project Coordinator

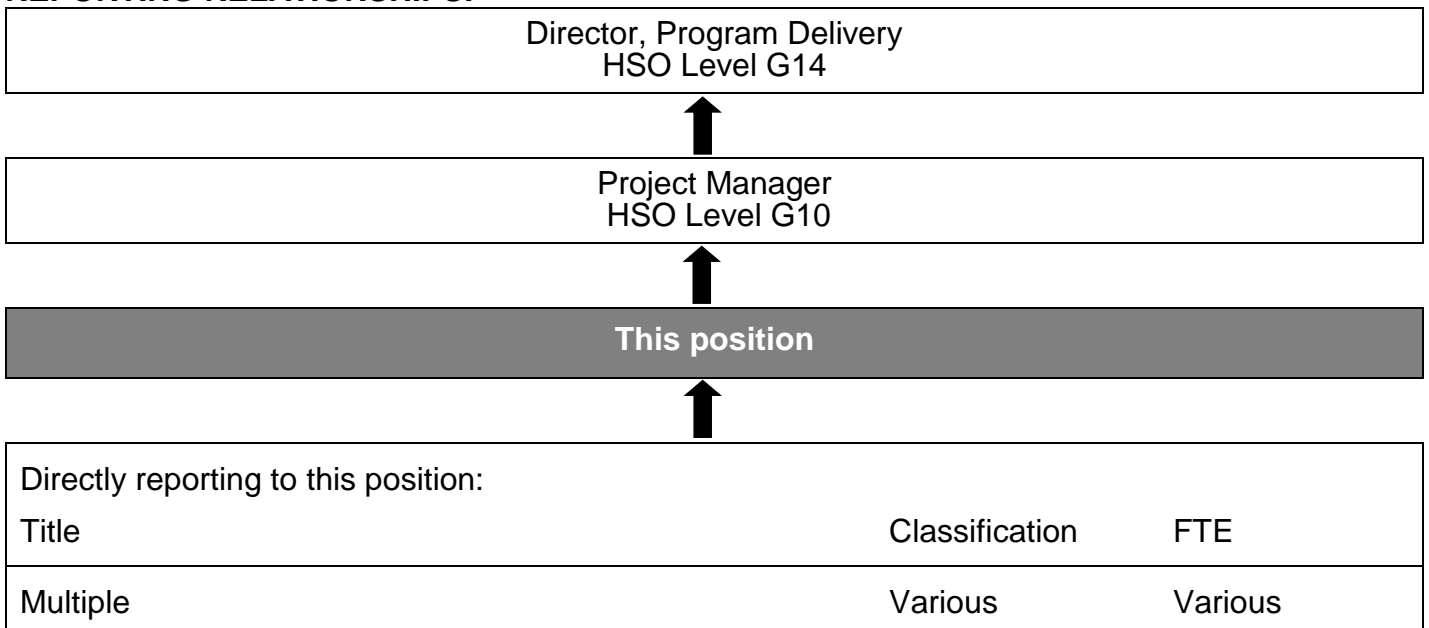
Classification	HSO Level G8
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Transformation and Strategy
Function	Program Delivery
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Transformation and Strategy Business Unit, the Project Coordinator is responsible for the successful delivery of projects. Core accountabilities include:

- Delivering projects and other work packages in accordance with the HSS Project Management Framework;
- Ensuring each project is delivered per its defined scope, cost and schedule, as aligned to the defined requirements;
- Consulting with internal and external stakeholders on project matters.

REPORTING RELATIONSHIPS:



ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA Health system. HSS was established in 2016 under the Health Services Act 2016 (WA) and transitioned to be governed by a Board in July 2020.

HSS provides a suite of services to support WA public hospitals and health services to deliver excellent health care. These services include ICT, Procurement & Supply, Employment, Payroll and Financial Services.

HSS's values underpin everything we do. We are committed to enhancing the experience of our customer by delivering simple, reliable and responsive shared services, and create partnerships to find solutions.

HSS actively seeks to empower a "Think Customer First" culture with skilled, motivated and experienced teams of people. With a commitment to equity and diversity, relationships are based on trust, mutual respect and the acceptance of responsibility and accountability. HSS is committed to career development, professional learning and the wellbeing of our employees.

HSS PURPOSE AND VALUES

Purpose

We support our customers to provide excellent health care

Overarching KPI = Customer Satisfaction Score (CSAT)

Values

Think customer first

We promise, we own, we do

We will find a way

We make a difference together

BUSINESS UNIT ROLE:

The HSS Transformation and Strategy Business Unit is responsible for HSS-wide strategy, as well as delivering the transformation program to modernise HSS, driving effectiveness and efficiency changes, improving customer outcomes and reducing costs for the WA health system. This includes program and project delivery and resourcing (including management of external resources), oversight and management of organisational wide change impacts, ongoing performance improvement and management, and governance and reporting across HSS' transformation portfolio.

POSITION RESPONSIBILITIES:

HSS Participation (Team):

- Manages and contributes to the well-being and achievements of the team.
- Ensures staff and team members are held accountable for demonstrating the HSS values.
- Sets clear standards for performance, providing support when required and acknowledging individual and team achievements.
- Promotes self-development amongst team members, providing opportunities for further learning.

HSS Participation (Self):

- Maintains the HSS "Think Customer First" culture and demonstrate a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.

- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contribute in maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

Project Management

- Defines the scope, requirements, outcomes and benefits of assigned projects in collaboration with other stakeholders.
- Manages and coordinates assigned projects and initiatives in accordance with agreed objectives, standards, processes and tolerances.
- Provides planning, coordination and direct input as required for specified projects.
- Identifies and manages risks associated with the specified projects. Identifies and implements mitigating action as required.
- Produces the appropriate project management products for the effective delivery of the specified projects.
- Ensures the correct preparation and assessment of documentation in support of projects.
- Monitors and reports progress and status of delivery and performance of the specified projects.
- Ensures that projects comply with legislation requirements, codes of practice and government policy.
- Takes overall responsibility for change management and communications materials required by the project including the preparation of change management plans, briefing notes, reports, ministerial correspondence etc.

Advice and Liaison

- Undertakes research and provides information, recommendations and briefings to relevant stakeholders as required, on matters impacting upon the project's operations and effectiveness.
- Develop and maintain effective relationships and networks with key stakeholder groups both within and external to the Department of Health.
- Provide support and expert advice to key stakeholders including regular progress reports on assigned portfolio areas and projects.
- Participates in relevant project control groups and provide accurate and timely reports on progress.
- Maintain a client focus by ensuring that customer needs are met in a professional and timely manner.

Other

- Other duties as directed

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated experience and expertise in managing projects using project management systems and tools in order to meet project targets.
2. Highly developed written and verbal communication skills with an ability to liaise, consult and negotiate effectively with a range of internal and external stakeholders.
3. Highly developed interpersonal skills, including the ability to convey ideas persuasively and develop/foster relationships to achieve identified outcomes.
4. Demonstrated financial management and budget preparation.
5. Strong conceptual and analytical skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex governance problems.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

DESIRABLE CRITERIA:

1. Relevant tertiary and/or postgraduate qualifications.
2. Experience in the Health Industry.
3. PRINCE2 practitioner certification or relevant project management qualifications and experience

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Created	18/06/2020	13/09/2021