



HSS REGISTERED

Senior Project Officer
Health Salaried Officers Agreement: G-8
Position Number: SM115918
Contract Management Directorate
South Metropolitan Health Service

Reporting Relationships

Executive Director Contract Management
 Health Executive Service Grade B
 Position Number: SM115193



Project Manager
 HSO Level G-10
 Position Number: SM115930



This Position



Directly reporting to this position

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Project Officer, HSO G-6, 1.0 FTE

Key Responsibilities

This position provides key project support for the South Metropolitan Health Service (SMHS) with regard to capital and minor works, service design and reform, and future procurement and contract management projects. The Senior Project Officer coordinates and provides advice on key strategic projects with a focus on outcomes that are consistent with SMHS and Whole of Health strategic direction initiatives and reform.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Project Management

- 1.1 Maintains effective liaison with senior officers within government and the Health System Manager.
- 1.2 Develops business cases, project plans, implementation strategies, tools, processes and systems for the management of the project.
- 1.3 Drafts and reviews ministerial correspondence, reports, submissions, discussion papers and other correspondence as required.
- 1.4 Assists with project planning, project management, delivery and contracting to achieve project outcomes.
- 1.5 Undertakes research and analysis of information that informs strategic decision making to achieve government and health system objectives.
- 1.6 Monitors and reports on risks, issues and developments that may impact on project outcomes.
- 1.7 Develops evaluation strategies and conducts reviews and assessments of project outcomes.
- 1.8 Develops governance and risk analysis requirements for realignment work, including setting up charters, Terms of Reference and associated activities for executive committees undertaking strategic reviews.
- 1.9 Convenes project committees as required.

2. Contract Development

- 2.1 Develops, coordinates and manages all aspects of the procurement process in line with the WA Procurement Rules, including the development of contract specifications and contract documentation.
- 2.2 Coordinates and manages the development and procurement of complex contracts.
- 2.3 Liaises and negotiates with contract users, service providers and other internal and external stakeholders, and incorporates input into contract development.
- 2.4 Provides specialist advice and support in relation to a range of contract development initiatives.
- 2.5 Undertakes specific reviews of existing contracts, policies, programs and practices for compliance with and achievement of government and health system objectives.

3. Contract Management

- 3.1 Manages all aspects of contract management including, but not limited to, contract closure, variations, abatements, disputes, and commercial processes.
- 3.2 Prepares reports together with recommendations that relate to the performance of contractors and achievement of government and health system objectives.
- 3.3 Monitors contractor performance through proactive contract management activities including performance reviews and monitoring/resolving contract issues of medium to complex nature.
- 3.4 Liaises with contract users, service providers and other internal and external stakeholders, and incorporate input into the management of contract.

4. Stakeholder Engagement and Management

- 4.1 In consultation with the Project Director and SMHS Communications, develops communication frameworks for consultation and participation with key internal and external stakeholder groups.
- 4.2 Develops and maintains effective relationships and networks with key internal and external stakeholder groups.
- 4.3 Participates as a member of relevant working groups etc. and provides accurate and timely reports on progress towards planned project objectives.
- 4.4 Facilitates stakeholder engagement and negotiation at all levels relating to the design, development and implementation of project requirements.

5. SMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. 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 role and the SMHS Values.

Essential Selection Criteria

1. Substantial demonstrated project management experience, including the ability to plan, develop and manage high risk projects with minimal direction to achieve agreed project outcomes.
2. Substantial demonstrated experience in the coordination of a range of complex project, procurement or commercial contract management functions, including the ability to plan, prioritise, meet deadlines and manage issues.
3. Highly developed research, conceptual and analytical skills.
4. Strong communication (including report writing) and interpersonal skills, with the ability to liaise and negotiate with internal and external stakeholders.
5. Demonstrated organisational skills and initiative, with the ability to be adaptable and innovative in managing competing priorities.
6. Advanced word processing and database skills, including good knowledge of the MS Office suite and their advanced capabilities.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.