



North Metropolitan Health Service  
**Job Description Form**

HSS Registered

**Senior Project Officer**

**Health Salaried Officers Agreement: Level G8**

**Position Number: 006108**

**Development Department**

**Reporting Relationships**

Area Director Infrastructure Development

HSO Level: G12

Position Number: 008198



Redevelopment Project Coordinator

HSO Level: G10

Position Number: 005561



**This Position**



← Also reporting to this supervisor:

- Project Officer, HSO G6, 1.0FTE

Directly reporting to this position:

| Title | Classification | FTE |
|-------|----------------|-----|
| Nil   |                |     |

Other positions under control

- 

**Prime Function / Key Responsibilities**

Manages/supports project teams with the planning, coordination, implementation and evaluation for a specified project or selected portions of a project. Undertakes activities and projects to support the North Metropolitan Health Service (NMHS) Infrastructure Development Program.

## **Brief Summary of Duties**

### **1. Strategy and Planning**

- 1.1 Plan, coordinate and manage specified project activities within the scope, quality, time and costs defined and agreed by the project control group.
- 1.2 Identifies and manages risks associated with the specified projects. Implements pre-emptive and corrective action as required.
- 1.3 Provide key support in transitioning project to operations.
- 1.4 Contribute to and implement strategies to achieve objectives of the NMHS Infrastructure Development Program.
- 1.5 Develop business cases, project plans, implementation strategies, tools, processes and systems as directed by Area Director, Infrastructure Development.
- 1.6 Assist with the development of policies.
- 1.7 Develops and maintains projects reports, minutes and monitors project performance.
- 1.8 Provides regular feedback and reports to the Area Director Infrastructure Development.
- 1.9 Provides advice and support to the Area Director Infrastructure Development and other staff as required.

### **2. Stakeholder Management**

- 2.1 Develop and maintain effective working relationships with stakeholders.
- 2.2 In liaison with Area Director, Infrastructure Development, liaises with key stakeholders, consultants and government agency representatives to undertake the program in the most effective manner.
- 2.3 Participates in relevant project control groups and provide accurate and timely reports on progress.

### **3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **4. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Project management expertise including the ability to manage health infrastructure projects with minimal direction.
2. Ability to prioritise work, manage change and achieve agreed health infrastructure project outcomes.
3. Demonstrated contribution to a project team and achievement of goals.
4. Demonstrated communication, consultation and negotiation skills with stakeholder management skills.
5. Well-developed written communications and report writing skills, including business case preparation.
6. Sound analytical and problem solving skills including the ability to develop innovative solutions to a range of issues.
7. Current "C" or "C.A." class driver's licence.

### **Desirable Selection Criteria**

1. Specialist knowledge in and expertise with infrastructure and facilities management.
2. Tertiary qualification in a relevant/related field.
3. Knowledge of PRINCE2 methodology.
4. Relevant experience in the health care sector.
5. 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.
- Evidence of Current "C" or "C.A." class driver's licence provided prior to commencement.

## **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/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date:

Created on: January 2017  
Last updated on: September 2021  
HSS REGISTERED