



Job Description Form

HSS Registered

Program Coordinator

Health Salaried Officers Agreement: G-8

Position Number: 00017092

WA Cervical Cancer Prevention Program (WACCPP)

Women's Health, Genetics and Mental Health (WHGMH) Directorate

Women and Newborn Health Service (WNHS)

Reporting Relationships

Nurse Co-Director – WHGMH Directorate
 Award Level: ANF SRN Level 10
 Position Number: 00014855



Manager WACCPP
 Award Level: HSO G-10
 Position Number: 00005876



This Position



Also reporting to this supervisor:

Directly reporting to this position:

Title	Classification	FTE
Senior Program Officer	HSO G-6	1.0
Education and Training Officer	HSO G-6	1.0
Senior Health Promotion Officer	HSO G-6	1.0
Aboriginal Health Program Officer	HSO G-6	1.0
Programmer	HSO G-6	2.0

Other positions under control

Administrative Assistant HSO G-3 1.0 FTE

Prime Function / Key Responsibilities

Coordinates operational program activity in alignment with WA Cervical Cancer Prevention Program (WACCPP) and National Cervical Screening Program (NCSP) priorities. Assists in the statewide implementation of strategic priorities and key program functions. Provides leadership to WACCPP staff as well as human and physical resource management.

Brief Summary of Duties (in order of importance)

1. Program Coordination and Support

- 1.1 Coordinates the planning, implementation and evaluation of operational program activity in alignment with WA Cervical Cancer Prevention Program (WACCCPP) and National Cervical Screening Program (NCSP) priorities to:
 - maximise cervical screening participation in Western Australia, particularly among under-screened and never-screened populations;
 - build the capacity of health professionals for localised and sustainable prevention initiatives; and
 - maximise the quality, completeness and use of data to support program development and cervical cancer prevention activities.
- 1.2 Provides strategic and business input to guide Information System development and management of data held in the WA Cervical Screening Register in accordance with relevant legislation, policies and guidelines.
- 1.3 Assists the Manager WACCCPP in the statewide implementation of strategic priorities and key program functions, which includes on a day-to-day basis providing effective and efficient support in the delivery of the administrative and business requirements.
- 1.4 Coordinates input from relevant program staff to develop, review and evaluate policy and operational documents, grant agreements, service agreements and memoranda of understanding associated with special projects and other initiatives relevant to cervical cancer prevention, screening and follow-up.
- 1.5 Develops and informs strategic and business plans in accordance with the directions of the WACCCPP and NCSP and facilitates their implementation and evaluation.
- 1.6 Builds and maintains effective partnerships with state and national key stakeholders, including representation of the WACCCPP on relevant working parties and committees.
- 1.7 Prepares and reviews written material for a variety of audiences (e.g. comprehensive reports, web content, ministerial and briefing notes) in support of the WACCCPP and its business requirements.
- 1.8 Identifies, analyses and evaluates trends and activity, and maintains an expert awareness of key reform initiatives and innovations in cervical cancer prevention to assist the Manager WACCCPP to proactively manage key reforms and support effective change management.
- 1.9 Consults with the Manager WACCCPP in the development of program budgetary requirements and subsequent management of allocated funds to meet agreed objectives.

2. Leadership and Management

- 2.1 Provides leadership to staff, students, graduates and volunteers as well as human and physical resource management.
- 2.2 Manages the team to ensure safe delivery of health services in line with agreed budget parameters, and ensures variations are appropriately managed.
- 2.3 Guides, coaches and develops staff through clear performance standards, delivering constructive feedback and dealing promptly with unsatisfactory performance.
- 2.4 Achieves results through identifying opportunities for continuous improvement, maintaining awareness of best practice, and a personal commitment to quality outcomes.
- 2.5 Builds productive relationships through cooperation and partnerships and to achieve an outcome that delivers benefits for both parties.
- 2.6 Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty.
- 2.7 Ensures information is correctly collected in the required information systems.
- 2.8 Participates in the recruitment and selection of staff in accordance with Public Sector Standards.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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. Significant experience demonstrating the ability to effectively lead and manage diverse teams.
2. Demonstrated highly developed interpersonal, verbal and written communication skills, including report writing skills.
3. Demonstrated highly developed problem-solving, conceptual and analytical skills.
4. Knowledge of database and Information System management, including the collection, use and disclosure of health data.
5. Knowledge of population health and experience in policy development.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications or equivalent experience in a relevant discipline.
2. Current knowledge of issues and priorities relating to cervical cancer prevention, particularly in relation to vulnerable populations.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: