



HSS Registered

## Project Officer

### Position Details

Position Number: CG008266  
Classification: Level G4  
Agreement: Health Salaried Officers Agreement  
Directorate: Innovation and Development  
Department: Office of the Chief Executive  
Location: North Metropolitan Health Service

### Reporting Relationships

This position reports to:

008233	Director, Innovation and Development	G-12
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Positions under direct supervision:

Nil

### Primary Purpose of the Role

Provides project management support to the Innovation and Development Team. Provides research and data analysis support and coordinates reporting to relevant stakeholders within the North Metropolitan Health Service (NMHS).



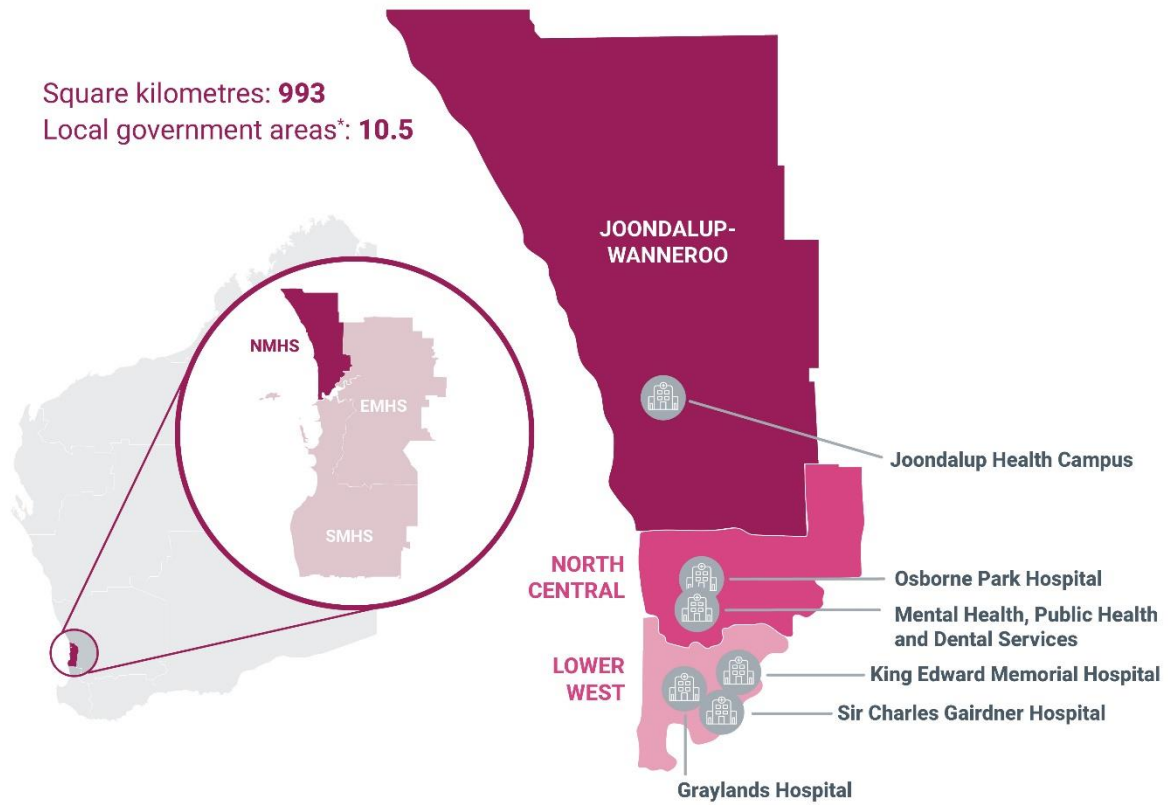
**Vision**

A trusted partner, delivering excellent health care for our people and our communities.



**Mission**

To promote and improve the health of our people and our communities.



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:

<p><b>Enabling healthy communities</b> We build healthy and engaged communities</p>	<p><b>People-centred care</b> We will place our consumers' and their carers' best interests and experience at the core of all we do</p>
<p><b>Integration and connection</b> We will build strong connections and partnerships</p>	<p><b>Innovation and adaptive models of care</b> We will use research and technology to improve outcomes</p>
<p><b>Trusted, engaged and capable people</b> We will invest in our people and our culture</p>	<p><b>Sustainable and reliable</b> We will reduce harm, waste and unwarranted variation</p>



## Key Accountabilities

### 1. Project and Administrative Support

- 1.1 Provides project management support to the Project Director and the SAFF team.
- 1.2 Researches, collates, analyses, and evaluates information and issues, together with preparing and providing reports containing recommendations for further action.
- 1.3 Provides support with the implementation of projects and/or business plans.
- 1.4 Assists the team as required to address issues that may affect project milestones.
- 1.5 Coordinates the implementation and/or the evaluation of SAFF project outcomes.
- 1.6 Liaises with internal and external stakeholders on issues related to SAFF projects and to ensure requirements are being met.
- 1.7 Prepares reports, correspondence, public information and presentations related to SAFF projects and initiatives.
- 1.8 Organises and coordinates arrangements for programs and presentations.
- 1.9 Maintains information and communications on the SAFF Intranet Page
- 1.10 Collates and compiles reports and/or information for the NMHS Board, NMHS Executive and other relevant committees.

### 2. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 2.1 Reflect the NMHS values in the way you work, behave and make decisions.

### 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

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### Essential Selection Criteria

1. Project management experience and skills including the ability to deliver agreed outcomes within specified timeframes.
2. Well-developed oral, written communication and interpersonal skills with the ability to liaise with a range of stakeholders in various contexts.
3. Demonstrated analytical, research, evaluation, and problem-solving skills.
4. Demonstrated planning and organisational skills including the ability to manage a diverse workload in a demanding environment.
5. Demonstrated ability to work autonomously and within a team setting.

### Desirable Selection Criteria

1. 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.

## 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:

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