



HSS Registered

Project Director
Health Salaried Officers Agreement: G11
Position Number: RP603328
Data and Digital Innovation
Corporate Services and Contract Management / East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director Corporate Services
 Award Level: HES Corporate Grade B
 Position Number: RP602767



Area Director Data and Digital Innovation
 Award Level: HES Corporate Grade A (TBC)
 Position Number: TBA



This Position



Directly reporting to this position:

Title	Classification	FTE
TBA		

Also reporting to this supervisor:
 • TBA

Key Responsibilities

The Project Manager leads the development and delivery of data and digital initiatives for the East Metropolitan Health Service. The Project Manager is responsible for the successful initiation, planning, execution and closure of the projects and will implement standardised project management tools, processes and lifecycles consistent with recognised project management methodologies.



EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. LEADERSHIP AND MANAGEMENT

- 1.1 Responsible for directing and leading the development of projects and programs for the EMHS, including the rollout of Windows 10 and Office 365; ICT interoperability with Private Public Partnership organisations; IT infrastructure; and the implementation of WiFi.
- 1.2 Responsible for leading and directing the services and planning function, in collaboration with key stakeholders.
- 1.3 Responsible for providing senior management oversight for the implementation and delivery of approved projects and programs.
- 1.4 Responsible for the development and management of the EMHS digital program, including budget/financial management and performance reporting.
- 1.5 Provides strategic advice to the Executive Director, Corporate Services and Contract Management, Area Director Data and Digital Innovation and other executives, and prepares briefs and other documents on all matters relating to the portfolio.
- 1.6 Follows a defined project management methodology utilising project management techniques and tools.
- 1.7 Ensures development of detailed implementation plans including identification of risk and treatment strategies and resource allocations to manage the portfolio/projects/programs, appropriately within the governance framework and in consultation with the Executive and other approved project/program leads.
- 1.8 Participates in projects, reviews and other work programs coordinated by the Area Director, Data and Digital Innovation, Executive Director, Corporate Services and Contract Management and Chief Executive.
- 1.9 Develops and manages programs, strategies and action plans to evaluate the effectiveness of projects and work programs that have been initiated.

2. INFORMATION & COMMUNICATION MANAGEMENT

- 2.1 Provides reports and updates as required, including drafting briefing notes and ministerial responses as related to the portfolio/project/program for the Executive Director and the various Project Control Groups and the Board.
- 2.2 Maintains sound documentation including developing required information systems to support all activities.
- 2.3 Operates as the main contact point for all relevant projects and manages all communications with internal and external stakeholders.
- 2.4 Leads forums and discussion groups to resolve issues relating to services and facilities planning, including any inherent reform measures and options for developing service driven outcomes, as required.
- 2.5 Ensures comprehensive consultation and communication occurs to a diversified range of stakeholders.
- 2.6 Under delegation represents the Area Director at Governance forums, Project Control and Project Working Groups, to ensure the Division is appropriately represented and that organisational goals and risks are understood.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Actively participates in the Peak Performance program.
- 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 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

4. 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 EMHS Values.

Essential Selection Criteria

1. Experience and expertise in managing projects and project management systems and tools.
2. Experience in managing a complex client services operation with a strong focus on ICT service delivery.
3. Experience in organisational change management.
4. Able to design, document and deploy service focused processes and procedures.
5. High level oral and written communication and interpersonal skills including the ability to negotiate effectively at all levels.
6. Able to be flexible, adaptive and innovative in the achievement of objectives.
7. High level conceptual and analytical skills with initiative and an ability to provide innovative thinking in identifying solutions to complex problems.
8. 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 in Information Management or related discipline.
2. Previous experience in a health care related information technology environment.
3. Experience in continuous quality improvement activities.

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 or HE Number Date
..... Dept. / Division Head Name Signature or HE Number Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature or HE Number Date
..... Effective Date			

HSS Registration Details (to be completed by HSS)

..... Created on November 2019 Last Updated on December 2019
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