



Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity

Position Title

Position number: 616870

Program Officer (Food Services)

The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

The range of health services provided covers emergency and hospital services, population and community health, mental health, Aboriginal health, aged care and telehealth services.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Allied Health Program Overview

The WACHS Allied Health Program is responsible for providing and supporting allied health leadership, management and governance. The scope of the portfolio includes leadership, service development, education & training, workforce, operational management and communication.

The Allied Health Program consists of a Program Manager, Program Officers and Coordinators for Physiotherapy, Speech Pathology, Occupational Therapy, Dietetics and Social Work who provide profession-specific leadership and support to clinicians across all regions of WACHS.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au.

Position Details

Position Number:	616870	Registration Date:	1 February 2022
Classification:	HSO Level G7	Location:	Negotiable
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Health Programs		

Position Overview

The Program Officer (Food Services) ensures the provision of quality and safe food services across all WA Country Health Service sites in accordance with the Nutrition Standards for Adult Inpatients and Residential Aged Care Policy, the Australian and New Zealand Food Standards Code, the Food Safety Program for Food Service to Vulnerable Persons and other applicable standards.

Reporting Relationships

Responsible to:

Title: Program Manager Allied Health
Classification: HSO Level G10
Position No: 607850



This Position:

Title: Program Officer (Food Services)
Classification: HSO Level G7
Position No: 616870



Positions under direct supervision:

Nil



Other positions reporting to this position:

Coordinator Speech Pathology
 Coordinator Dietetics
 Coordinator Occupational Therapy
 Coordinator Physiotherapy
 Coordinator Social Work
 Program Officer (Allied Health)
 Program Officer (Allied Health Workforce)
 Business Support Officer



Key Duties/Responsibilities

1. Program Management

- 1.1. Provides leadership and management for the described program objectives.
- 1.2. Investigates and analyses planning and policy issues associated with the program.
- 1.3. Develops relevant policy, procedure and standards associated with the program.
- 1.4. Ensures the program operates within allocated budget and timeframes.
- 1.5. Develops a work plan in accordance with agreed objectives and timeframes.
- 1.6. Adopts a risk management approach to the program, identifying key project risks.
- 1.7. Ensures the program process fits within the WACHS quality framework and accreditation requirements, demonstrating quality management principles, particularly evaluation and feedback.
- 1.8. Adopts a customer focus and outcome oriented approach to program management and delivery.

2. Information & Communication Management

- 2.1. Ensures appropriate education, resource development and communication occurs to program stakeholders.
- 2.2. Works collaboratively with key stakeholders across WACHS sites including operations managers, dietitians, business managers and nurse managers as relevant.
- 2.3. Liaises with necessary inter and intra industry organisations as required to support information gathering, research and issue resolution.
- 2.4. Coordinates the appropriate reference / control groups', ensuring appropriate group consultation and liaison occurs.
- 2.5. Provides program reports and updates as required, including audit reports, drafting briefing notes and ministerial responses.
- 2.6. Maintains sound documentation and records, including developing required information systems to support program objectives.

3. Program Objectives

- 3.1. To ensure the delivery of quality and safe food services across all sites in accordance with the Nutrition Standards for Adult Inpatients and Residential Aged Care Policy, the Australian and New Zealand Food Standards Code 3.3.1, the Food Safety Program for Food Service to Vulnerable Persons, and other applicable standards.
- 3.2. To ensure the food service requirements under the National Safety and Quality Healthcare Standards (2nd ed.) Standard 5 requirements are met.

4. Other

- 4.1. Other duties as directed



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Strong interpersonal, written and verbal communication skills.
2. Highly developed problem solving, conceptual and analytical skills.
3. Demonstrated project management and organisational skills.
4. Demonstrated ability to undertake stakeholder consultation and facilitation.
5. Demonstrated experience in nutrition, health promotion or food safety and hygiene management.

Desirable

1. Knowledge and understanding of food service delivery and food safety requirements in a healthcare setting.
2. Relevant tertiary qualification.
3. An understanding of rural health service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays

WA Country Health Service –
Central Office

1 February 2022
REGISTERED

