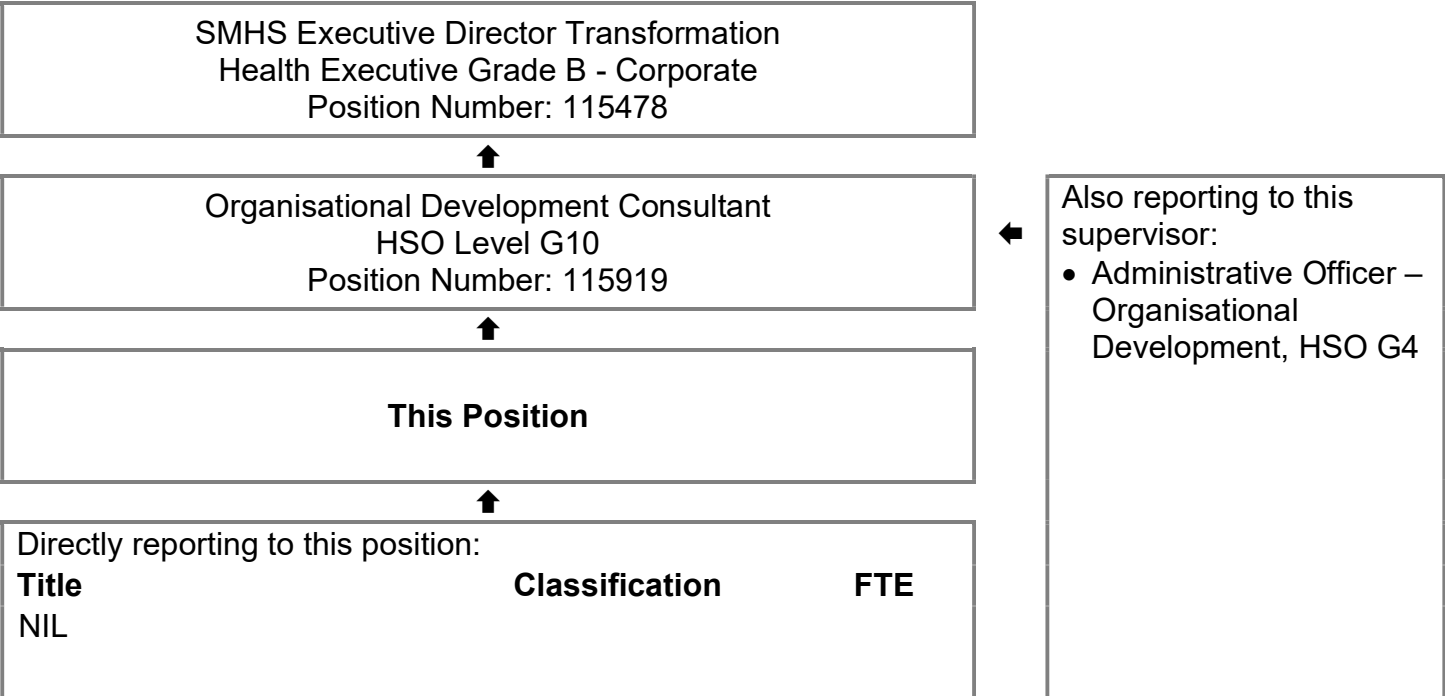




HSS REGISTERED

Senior Project Officer - Transformation
Health Salaried Officers Agreement: HSO Level G8
Position Number: SM116065
Transformation Unit
South Metropolitan Health Service

Reporting Relationships

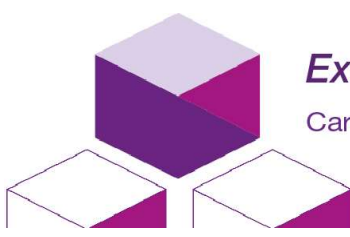


Key Role Statement

As a member of the SMHS Transformation Unit, the Senior Project Officer – Transformation takes a lead role in the development, coordination, management and delivery of initiatives, projects and programs that contribute to the improvement of South Metropolitan Health Service.

This includes:

- developing processes and procedures to ensure the education, training, mentoring of SMHS staff which comply with SMHS and WA Public Sector and legislative requirements.
- coordinating the delivery of education and training programs for staff employed by SMHS including clinical and non-clinical, across all SMHS sites.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Project Management

- 1.1 Leads and participates in Transformation projects within South Metropolitan Health Service.
- 1.2 Develops business cases, project plans, implementation strategies, tools, processes and systems for the management of the project/program.
- 1.3 Researches, analyses and applies strategic thinking to complex organisational problems and issues. Prepares clear and compelling documents including briefing notes and proposals with clear measurable outcomes and consistent with strategic business objectives.
- 1.4 As part of the SMHS Transformation unit, assists in the ongoing prioritisation and implementation of SMHS initiatives and projects.
- 1.5 Uses effective change management strategies in the implementation of SMHS initiatives both internal and external to the health service.
- 1.6 Monitors and reports on risks, issues and developments that may impact on project outcomes.
- 1.7 Develops evaluation strategies and conducts reviews and assessments of project outcomes.
- 1.8 Provides advice about standards, other relevant requirements and matters related to SMHS Transformation education and training programs.
- 1.9 Facilitates the delivery of SMHS education and training to SMHS staff (including clinical, nursing, allied health and corporate).
- 1.10 Under the direction of the Consultant, and in consultation with other stakeholders, coordinates the planning of Transformation programs for SMHS staff, including identifying gaps and programs required to comply with applicable standards.

2. Leadership and management

- 2.1 Provides leadership and direction within the SMHS Transformation Unit, promoting the organisational culture in line with SMHS vision and values, with a commitment to continuous improvement.
- 2.2 Coordinates the Transformation human resource functions (including leave planning and recruitment), budget and financial affairs.
- 2.3 Develops, implements and evaluates SMHS Transformation policies, procedures and processes, to ensure operational requirements are met and comply with relevant standards.
- 2.4 Provides leadership and consultancy for SMHS staff in the area of Transformation.
- 2.5 Establishes a teamwork environment in Transformation Unit by meeting regularly, being approachable, building rapport between team members and ensuring new and existing staff are educated and trained appropriately.
- 2.6 Represents the SMHS Transformation Unit at relevant internal and external committees as required.
- 2.7 Establishes and maintains effective relationships with internal and external stakeholders and customers to ensure services are appropriate and respond to the SMHS and customer needs.
- 2.8 Supports the Consultant with special projects as required.

3. Stakeholder Engagement

- 3.1 In consultation with the Consultant, develops communication materials for consultation and participation with key internal and external stakeholder groups.
- 3.2 Provides advice and expertise to Executive, Senior Management and employees, applying relationship building skills and consulting skills (i.e. effective questioning and listening) to clarify and identify customer needs.
- 3.3 Develops and maintains effective networks and working relationships with relevant central agencies, other government health industry agencies and with private sector organisations.

SMHS Job Description Form

Senior Project Officer | HSO Level G-8 | SM116065

- 3.4 Engages clinicians and senior stakeholders on Transformation initiatives and projects.
- 3.5 Promotes and fosters a productive and open and collaborative team environment that supports transformation and forward thinking.
- 3.6 Where applicable, assists to organise information events and materials for Transformation.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Participates in the maintenance of a safe work environment.
- 4.3 Participates in an annual performance development review.
- 4.4 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

5. 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 role and the SMHS Values.

Essential Selection Criteria

1. Substantial demonstrated project management experience, including the ability to plan, implement and deliver medium risk and complex projects with minimal direction to achieve agreed project outcomes.
2. Highly developed oral and written communication and interpersonal skills, including demonstrated training and facilitation skills and effective consultation at all levels.
3. Demonstrated ability to provide leadership, facilitate effective teamwork and liaise with a broad range of stakeholders.
4. Demonstrated ability to lead and manage people and promote an effective team working environment.
5. Demonstrated organisational skills and initiative, with the ability to be adaptable and innovative in managing competing priorities including the ability to plan, prioritise, meet deadlines and manage issues in a complex organisational environment.
6. Highly developed conceptual and analytical skills, with a proven ability to provide innovative thinking in identifying solutions to complex problems.

Desirable Selection Criteria

1. Knowledge of health service issues and trends.
2. Qualifications and training in a relevant discipline or progress towards same.
3. 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.

All project roles within the Transformation Unit will be required to travel across each of the SMHS sites periodically for the duration of the program.