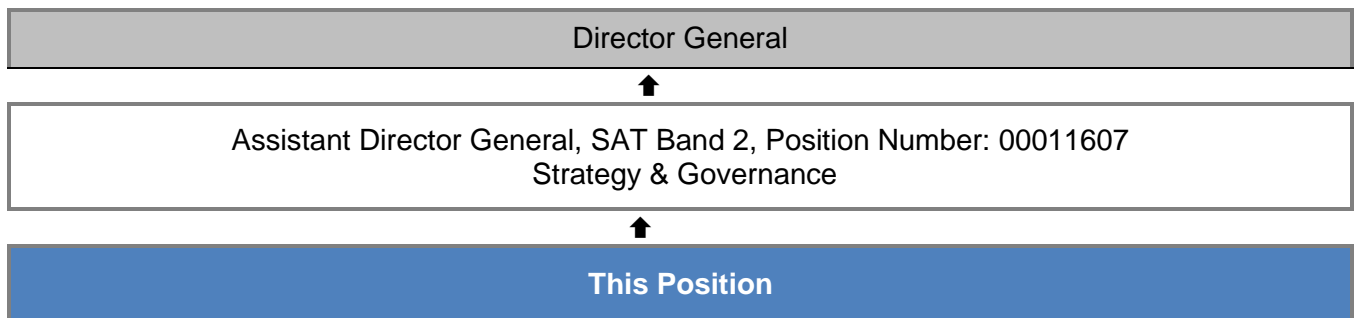




POSITION DESCRIPTION (SENIOR EXECUTIVE SERVICE)

Position Number	00018227
Position Title	Executive Director Digital Health
Classification	Class 3
Division	Strategy and Governance
Directorate	Digital Health
Award	Public Service and General Officers General Agreement
Site Location	East Perth

REPORTING RELATIONSHIPS



Positions directly reporting to this position:

Title	Position No.	Award & Classification
Director Electronic Medical Records (40 FTE)	00016359	PSA Class 1 Non-SES
Director ICT Strategy and Governance (18.5 FTE)	00014208	PSA Class 1
Chief Clinical Information Officer	00013712	AMA Consultant Year 9
Program Clinical Lead		AMA Consultant Year 9
Manager Strategic Digital Projects (5 FTE)		Level 8
Manager Office of the Executive Director (3 FTE)		Level 8

ORGANISATIONAL ENVIRONMENT

The Department of Health, led by the Director General, has been established as the System Manager responsible for the overall strategic direction management and performance of the Western Australian (WA) public health system to ensure the delivery of high-quality, sustainable, safe and timely health services.

The WA public health system employs approximately 44,000 dedicated staff who ensure the health wellbeing of the State's population throughout the metropolitan, regional and remote areas of WA. The WA health system as a single health entity covers an area covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: supporting our workforce; robust standards for the delivery of high-quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and enhancing research and innovation.

The WA Health Digital Strategy 2020-2030 change program has been established to improve the effective and efficient functioning of the WA health system and ultimately achieve better health outcomes for Western Australians. The importance of the move towards improvement through digital innovation has been highlighted in the Sustainable Health Review Final Report (Strategy 6) to 'Invest in digital healthcare and use data wisely', with Digital the largest enabling element of the Program and critical to successful delivery of SHR Reforms. The WA Health Digital Strategy 2020 – 2030 sets a vision for digital innovation and technology investment for transformation of health services through rigorous portfolio management to improve and enhance health service delivery to the people of Western Australia.

KEY RESPONSIBILITIES

The Executive Director, on behalf of the Department of Health as the System Manager and Owner and Custodian of the Digital Strategy and associated Roadmap comprising over fifty system-wide initiatives, projects and programs, provides strategic leadership in the delivery of digital strategic objectives set out in the WA Health Digital Strategy 2020 – 2030 and associated Roadmap.

The Executive Director provides leadership in implementing the *WA Health Digital Strategy 2020-2030* change program to improve the effective and efficient functioning of the WA health system's ICT environment (people, process and technology) and ultimately achieve better health outcomes for Western Australians.

The position drives robust yet innovative approaches to change by leading work in the areas of portfolio management for system Digital / ICT, strategic planning, governance, assurance, capacity building, support, problem solving, communication and stakeholder engagement to deliver oversight and program management support across the Digital Portfolio in an environment of complexity and uncertainty.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Role-Specific Responsibilities

The Executive Director has strategic oversight and leadership, working with WA Health and the broader health system, on the overall strategic direction-setting and implementation of the initiatives set out within:

- the *WA Health Digital Strategy 2020-2030*, inclusive of implementation of the complex change program
- development and implementation of the Digital Strategy Roadmap(s), systemwide digital and ICT standards and policies and ensures compliance to standards
- the state-wide transformational Electronic Medical Record functionality change program
- programs of work that interface both across the whole health system and across the broader government sector

On behalf of the System Manager leads the relevant areas of implementation responsibility within the, *WA Health Digital Strategy 2020-2030* to:

- empower consumers,
- inform clinicians,
- optimise performance,
- support the workforce,
- enhance public health outcomes and
- embed innovation and research.

Directs the development and implementation of the Digital Strategy Roadmap(s), systemwide digital and ICT standards and policies whilst ensuring compliance to standards.

Directs, designs and implements the state-wide transformational Electronic Medical Record change program.

Leads WA Health in the delivery of short-term Electronic Medical Records and design of long-term strategic delivery of the Program.

Directs the interface with other work programs, both across the whole health system and across broader government sector, to share synergies and ensure strategic alignment for achievement of system and government priorities.

Strategic Analysis, Management and Reporting

Leads the development of monitoring, review and evaluation mechanisms for the *WA Health Digital Strategy 2020 – 2030* and Electronic Medical Record program.

Leads the development and publication of a WA Health Digital Strategy reporting dashboard that incorporates key system-level measures and key existing performance and quality measures to drive, monitors and reports progress on program-level recommendations and benefits associated with digital initiatives.

Ensures regular reporting and strategic advice is provided to relevant governance bodies.

Establishes regular transparent reporting to government and the public on outcomes, ongoing monitoring, review and evaluation, coupled with lessons learnt on the overall progress and impact of relevant program(s) implementation.

Leadership

As a member of the Department of Health leadership team, contributes to the ongoing strategic development and management of the Department.

Leads work to ensure alignment of the *WA Health Digital Strategy 2020-2030* and Electronic Medical Record program implementation with the overall vision and strategic directions for the WA health system.

Provides strategic direction and leadership to the Directorate, and develops, coaches and manages others to ensure achievement of key deliverables.

Liaison, Representation and Stakeholder Development

Builds collaborative partnerships and manages strategic relationships across the WA health system with key internal and external stakeholders, including governance bodies, Executive-level clinical groups, consumer groups, health service providers, the Minister for Health, the Director General, State and Commonwealth organisations.

Negotiates and collaborates with stakeholders ensuring that the objectives and interests of the Department of Health are promoted and responds strategically to new government policy and initiatives.

Liaises and engages across the Department of Health and with government in respect to investment and funding pathways and to ensure translation of key priorities into Health Service Provider agreements.

Represents the Department on the Intergovernmental Agreement for National Digital Health (IGA) Steering Committee and negotiates funding arrangements with the Commonwealth Department of Health on behalf of the WA health system.

Represents the Department in business and professional dealings and participates in State-level committees and high-level forums as required.

Corporate Responsibilities

Leads by example and promotes integrity and professionalism and encourages these standards in others through a culture of collaboration, openness, respect and empowerment.

Provides effective leadership within corporate policies and procedures, and ensures employees demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Ensures allocated human, financial and physical resources for the unit are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

Undertakes other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria	
<p>Shapes and manages strategy Inspires a sense of purpose and direction. Focuses strategically. Harnesses information and opportunities. Considers emerging trends, identifies long term opportunities and balances organisational requirements with desired whole of government outcomes.</p> <p>Achieves results Builds organisational skill and responsiveness. Marshals professional expertise. Steers and implements change and deals with uncertainty. Delivers intended results.</p> <p>Builds productive relationships Nurtures internal and external relationships. Facilitates cooperation and partnerships. Values individual differences and diversity. Guides, coaches and develops people.</p> <p>Exemplifies personal integrity and self-awareness Demonstrates public sector professionalism and probity. Engages with risk and shows personal courage. Commits to action. Displays resilience. Demonstrates self-awareness and a commitment to personal development.</p> <p>Communicates and influences effectively Communicates clearly. Listens, understands and adapts to audience. Negotiates persuasively.</p>	
Desirable Selection Criteria	
Tertiary qualification in a relevant discipline.	
Appointment Factors	<ul style="list-style-type: none"> - Successful 100 point Identification Check. - Successful Criminal Record Screening Clearance. - Successful Pre-Employment Integrity check.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: