



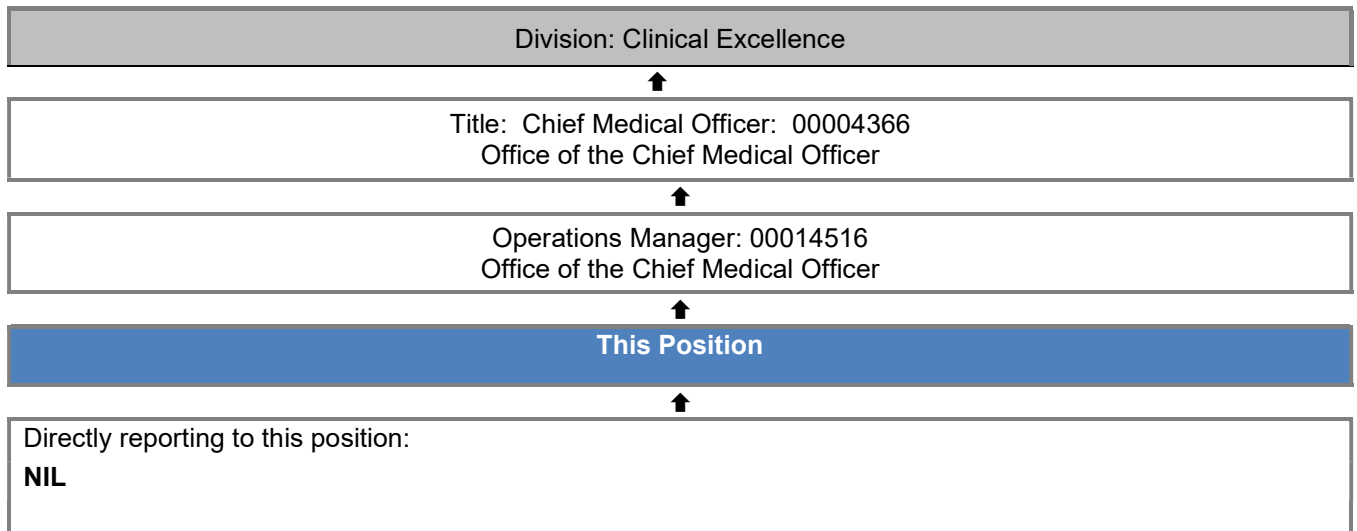
POSITION DESCRIPTION

Position Number	00018381
Position Title	Senior Project Officer
Classification	Level 6
Division	Clinical Excellence
Directorate	Office of the Chief Medical Officer
Branch	Executive Office
Position Status	Fixed Term
Award	Public Sector CSA Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Purposeful, Caring, Collaborative, Open, Outcome-focused

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

<p>Develops, coordinates and implements project objectives for International Medical Graduate (IMG) Pathways to Registration project.</p> <p>Assists in the monitoring, evaluation and analysis of service and project outcomes.</p>
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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.

1. Demonstrates a focus on achieving the project objectives.
2. Initiates, researches and investigates trends and/or new developments and practices specific to specific IMG project, other Directorate projects and system development.
3. Prepares and manages detailed project and sub-project schedules.
4. Provides high level assistance to the Project Manager and Project Lead in the coordination and control of key components of the IMG project, specifically including system procurement, deployment and contract management.
5. Consults with relevant groups or experts on strategic and operational service development issues.
6. Represents the Department on committees and working groups in relation to initiatives being undertaken by the Directorate.
7. Provides advice and support to project management groups on issues impacting on projects being undertaken.
8. Monitors and reviews performance measures and compliance for the Directorate as required.
9. Assists in the evaluation and analysis of project and service outcomes.
10. Proactively maintains an adept awareness of issues, trends, legislative change and best practice relative to portfolio areas.
11. Leads and/or participates in project teams. Works productively in a team and takes responsibility for managing own work to deliver expected outcomes on time.
12. Undertakes other duties as requested.

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

1. Considerable experience in participating in and coordinating service or system-related change across multi-disciplinary teams.
2. Experience in project management and sound knowledge of project management principles and techniques.
3. Excellent interpersonal, verbal and written communication skills including highly developed report writing skills.
4. Highly developed problem solving skills including conceptual and analytical ability.
5. Excellent research and evaluation skills.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Demonstrated skills and experience in using Microsoft Office products and other relevant software in the medical workforce and compliance sector.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Factors

- 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: