



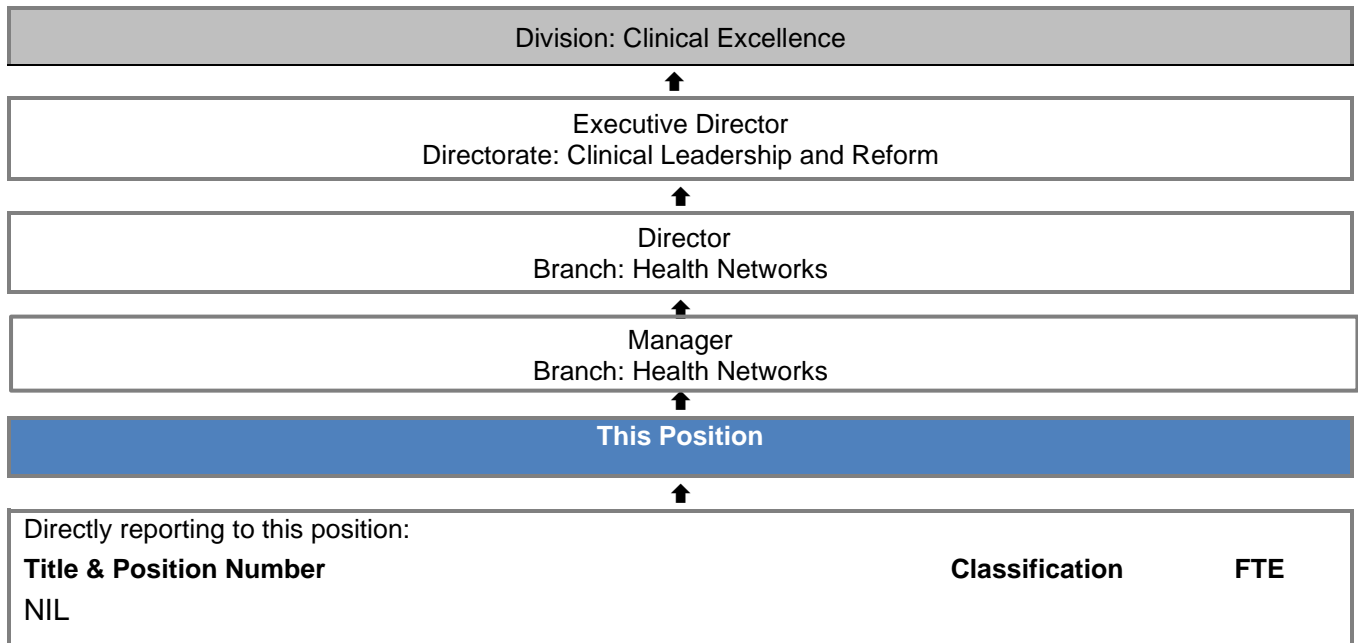
POSITION DESCRIPTION

Position Number	00001346
Position Title	Development Officer
Classification	Level 5
Division	Clinical Excellence
Directorate	Clinical Leadership and Reform
Branch	Health Networks
Position Status	Permanent
Award	Public Service and Government Officers General 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	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Provides project monitoring and executive support to project steering committees to assist in meeting the objectives of the health system reform agenda. Establishes and maintains reporting systems and project and financial databases. Provides research and data analysis support, including reporting to project committees and other staff of the Unit.

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. Designs, develops and maintains relevant computer databases for clinical reform projects, and assists in the preparation of project status reports and working/briefing papers for network committees/working parties, Manager and Executive Director, System Policy and Planning.
2. Investigates and analyses planning and policy issues associated with projects and advises the Senior Development Officer on key outcomes and issues.
3. Coordinates and manages specific initiatives as directed, including liaison with service units and community organisations on matters relating to clinical reform initiatives and required statistics and research.
4. Takes responsibility for the development of procurement and contract documentation for specific projects, and coordinates the procurement process in accordance with government policy.
5. Provides executive support to project steering committees, including the preparation of agenda's, minutes and action statements, as required.
6. Takes responsibility for progressing actions arising from project steering committees and other committees/working as required.
7. Liaises with other Branches, Directorates and Divisions in regard to policy and project matters and liaises with other government departments and the health industry to assist with the development, review and monitoring of specific projects as required.
8. Develops and prepares systems and spreadsheets to ensure effective financial monitoring of projects, and monitors financial expenditure incurred on projects.
9. Contributes as a team member to strategic planning and business development of the Health Networks
10. Represents the Health Networks on committees as required.
11. Performs other duties as directed.

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. Relevant knowledge of project management principles and a demonstrated ability to achieve outputs within demanding time schedules and with limited supervision.
2. Excellent interpersonal, verbal and written communication skills, including demonstrated report writing.
3. Ability to work effectively in a team environment.
4. Good problem solving skills including analytical and conceptual skills.
5. Good skills in developing monitoring systems using data management software, e.g. Access and Excel.
6. Knowledge of contemporary issues in the health sector.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of government policies and procedures.
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: