



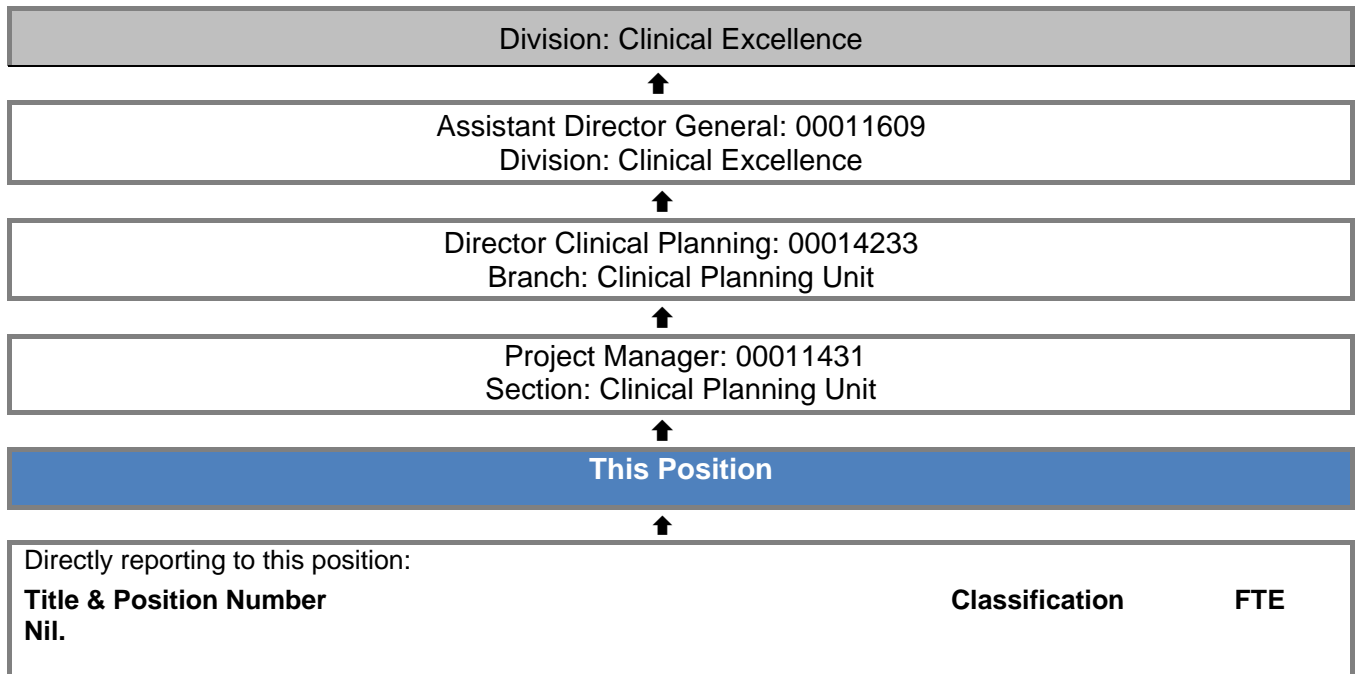
POSITION DESCRIPTION

Position Number	00016985
Position Title	Senior Clinical Planning Officer
Classification	PSO Level 7
Division	Clinical Excellence Division
Directorate	
Branch	Clinical Planning Unit
Position Status	Permanent
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

The Department of Health Clinical Planning Unit's key responsibility under the Health Services Act 2016, is to advise and assist the Minister for Health in the development and implementation of WA health systemwide planning.

The Senior Clinical Planning Officer coordinates and undertakes work programs and other special projects within the Clinical Excellence Division with a focus on strategic design and development of clinical service planning for the WA Health System.

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.

- In partnership with key stakeholders facilitate the development, implementation and evaluation of clinical planning strategies, policies, processes and models to progress the development and achievement of clinical planning projects and reform initiatives.
- Contribute to the development, implementation and evaluation of the WA Health Clinical Services Framework to meet current and future clinical needs for the WA health population in accordance with State and National health reform priorities.
- Identify risks associated with relevant clinical projects and develop effective mitigation strategies.
- Analyse complex data and information and provide high level advice in relation to clinical service planning and Activity Based Funding (ABF) and non-ABF activity, purchasing allocation and service models.
- Work in partnership and collaboration with public health services and other health service providers to ensure established strategies, policies, processes and models are being implemented in a timely and effective manner.
- Coordinate and facilitate stakeholder meetings, and participate in and support committee working parties and other project teams involved in clinical service planning initiatives.
- Prepare business cases, working papers, project plans, briefing notes, reports, ministerial correspondence, minutes, analytical and planning documents as required.
- Provide support and expert advice to key stakeholders including regular progress reports on assigned portfolio areas and projects.
- Manage and coordinate assigned project work packages and initiatives to ensure objectives, standards and planning processes and procedures are met, as well as all system reporting requirements.
- Provide leadership, guidance and direction to assigned projects.
- Develop and maintain effective relationships and networks with key stakeholder groups both internal and external to the Clinical Planning Unit as required to support WA Health clinical service planning.
- Develop and extend own professional and work-related knowledge.
- Maintain a safe work environment by taking reasonable care for own health and safety and that of others.
- Participates in performance development reviews and mandatory training.
- Act ethically, in accordance with the WA Health Code of Conduct, and actively foster a work environment that values care, respect, excellence, integrity, teamwork and leadership.

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.	Demonstrated knowledge of and experience in clinical service planning analysis, development and evaluation; and an understanding of State and National directions in health planning and reforms.
2.	Demonstrated experience in developing and maintaining working relationships across a variety of stakeholder groups to achieve outcomes through negotiation within agreed timeframes.
3.	Strong conceptual and analytical skills, including the ability to interpret and use health data and information to support planning decisions including its interface into commissioning.
4.	High level of oral and written communication skills, including the ability to motivate and guide teams and prepare documents and reports for a range of stakeholders.
Desirable Selection Criteria	
1.	Possession of, or progress towards, a relevant tertiary qualification and or relevant project management qualification (such as a Graduate Certificate in Project Management or Prince2 Practitioner).

Appointment Factors	
	– Provision of the minimum identity proofing requirements.
	– 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: Jane Saligari
SIGNATURE:	SIGNATURE:
DATE:	DATE: 2 May 2023