

KEY RESPONSIBILITIES

Works across the Patient Safety and Clinical Quality Directorate (PSCQ) to support the Executive Director in the discharge of their functions and act as second in charge. To provide strategic leadership and direction to enable the WA health system to meet key objectives with regards to safety and quality, staff experience and patient outcomes. Deputises for the Executive Director PSCQ as required.

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. Provides support as second in charge to the PSCQ Executive Director in:
 - a) Provision of strategic leadership and direction to Patient Safety and Clinical Quality (PSCQ) Directorate to meet Clinical Excellence Division and DOH milestones.
 - b) Support WA Health in delivery of safety and quality care through initiatives aimed at improved accountability, information and clinical risk management.
 - c) Planning and ongoing support for the WA Safety and Quality Strategic Plan across the WA Health System. Support the development of the project plans by the Patient Safety and Clinical Quality Directorate.
 - d) Oversee the development of statewide policies and initiatives to support the implementation of the Australian Health Service Safety and Quality Standards and WA Health strategic intent.
 - e) Recommend and implement governance structures to provide system assurance to the Department of Health in its system manager role.
 - f) Manage the PSCQ budget and resource allocations in compliance with Government policy and objectives. Ensure that the policies and practices of the Office comply with and support all relevant legislative requirements including equal employment opportunity, occupational safety & health, disability access, financial management, and Public Sector ethics, conduct, standards and accountability.
 - g) All other activities of relevance to the PSCQ Executive Director role, as directed by the Executive Director.
2. Deputises for the PSCQ Executive Director as required.
3. Provides advice and assistance to the Executive Director PSCQ on matters related to clinical service provision at primary, secondary and tertiary levels.
4. Provides high level strategic, expert and risk management advice on safety and quality issues and responsibilities to the Assistant Director General Clinical Excellence Division and Director General.
5. Represents WA Health in relevant state and national committees and forums and advocates and negotiates for WA Health with state and national agencies in areas of relevance to PSCQ.
6. Manages relationships with key stakeholders in WA Health including Health Service Chief Executives, user groups such as clinicians and business managers, health consumers, other Government Agencies and industry.
7. Undertakes special projects and delegated professional assignments.
8. Researches and prepares responses and follow-up to general and ministerial correspondence, as required.
9. Develops, coaches and manages others as required.
10. 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

1. Eligible for registration by the Medical Board of Australia
2. Fellowship of a relevant Australian College or Specialist Society or an approved equivalent
3. Demonstrated strong leadership and strategic management skills.
4. Demonstrated high level interpersonal and communication skills.
5. Demonstrated ability to lead change and influence others in responding to change.
6. Proven ability to negotiate at senior levels of government and healthcare organisations.
7. Understanding of operational priorities and levers within clinical settings.
8. Knowledge of safety and quality issues at the national and state health levels.

Desirable Selection Criteria

9. Knowledge of Public Sector Management, management standards and employee conduct standards including Equal Opportunity and Occupational Health and Safety.

Appointment Factors

- Evidence of registration by the Medical Board of Australia must be provide prior to commencement.
- 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: Dr Audrey Koay	NAME: Jodie South
SIGNATURE:	SIGNATURE:
DATE:	DATE: