



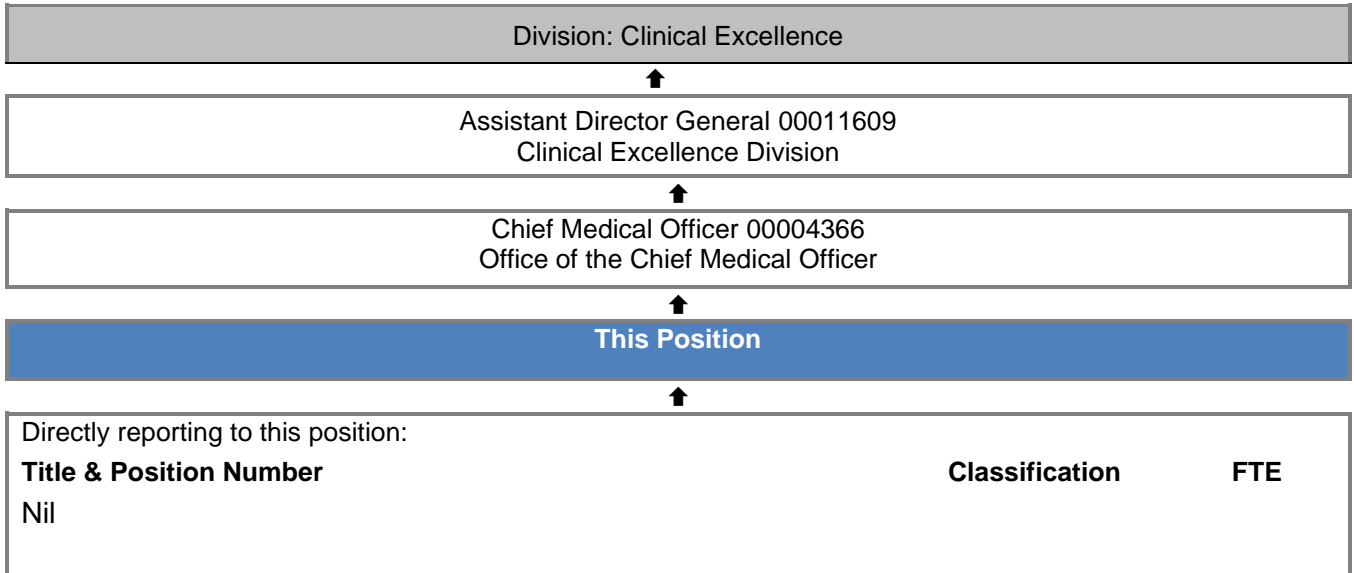
### POSITION DESCRIPTION

<b>Position Number</b>	00020695
<b>Position Title</b>	Deputy Chief Medical Officer
<b>Classification</b>	Consultant Year 1 – 9
<b>Division</b>	Clinical Excellence
<b>Directorate</b>	Office of the Chief Medical Officer
<b>Branch</b>	Office of the Chief Medical Officer
<b>Position Status</b>	Temporary
<b>Award</b>	Medical Practitioners Agreement
<b>Site Location</b>	Perth

### ORGANISATIONAL ENVIRONMENT

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

### REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

Works across the Office of the Chief Medical Officer (CMO) to support the Chief Medical Officer 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 issues of relevance to the medical profession, including clinical, training and workforce issues. Deputises for the Chief Medical Officer OCMO during periods of leave or as requested.

## 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 Chief Medical Officer:
  - a) Provides accurate and timely advice to the ADG Clinical Excellence Division, Director General and Minister for Health on medical and clinical matters including but not limited to: relevant policies; new procedures, technologies and models of care for the delivery of health care in Western Australia; and the development of the medical profession and medical workforce in the State.
  - b) Assists in the strategic development of the medical profession and medical workforce in areas including policy, as well as working with stakeholders to assist the recruitment and employment of key clinicians.
  - c) Participates in the governance and coordination of the supply and use of blood products to ensure the State has sufficient to meet demand.
  - d) Ensures allocated human, financial and physical resources for the portfolio are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.
  - e) All other activities of relevance to the Chief Medical Officer role, as directed by the Chief Medical Officer.
2. Deputises for the Chief Medical Officer during periods of leave or as otherwise requested.
3. Provides high level strategic, expert and risk management advice on relevant responsibilities to the Assistant Director General Clinical Excellence Division and Director General.
4. Represents WA Health in relevant state and national committees and forums and advocate and negotiate for WA Health with state and national agencies in areas of relevance to OCMO.
5. 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.
6. Develops, coaches and manages others.
7. 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. Knowledge of medical workforce and training structures within Australia and Western Australia.

### Desirable Selection Criteria

1. 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 Simon Towler	NAME: Jodie South
SIGNATURE:	SIGNATURE:
DATE:	DATE: