



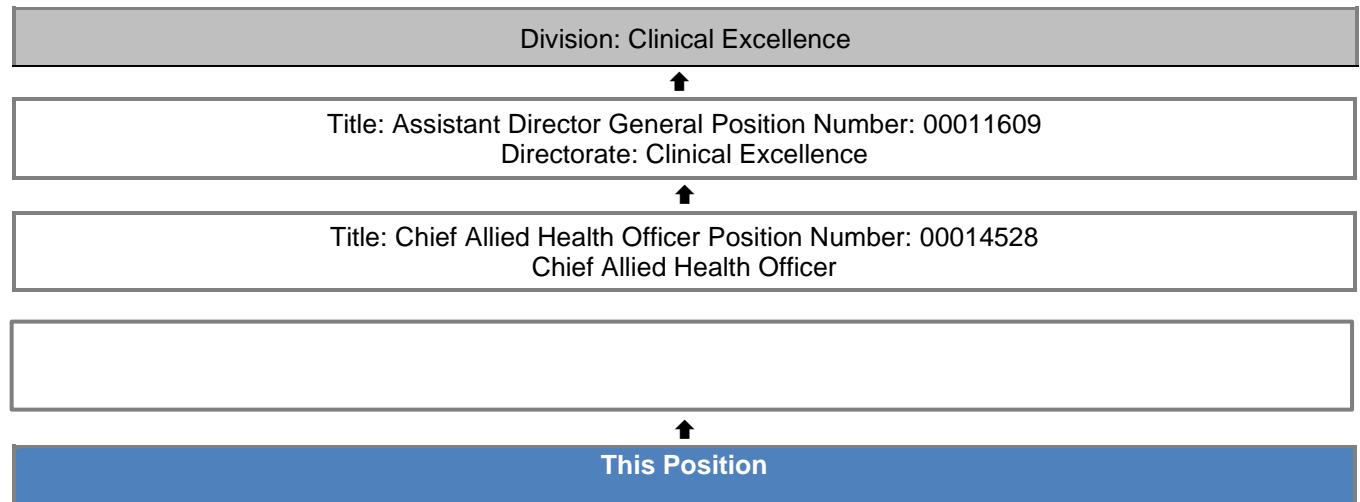
POSITION DESCRIPTION

Position Number	00001754
Position Title	Senior Policy Officer
Classification	PSO Level 6
Division	Clinical Excellence
Branch	Chief Allied Health Office
Directorate	Chief Allied Health Office
Position Status	Permanent
Award	Public Sector CSA Agreement
Site Location	Level 3, GPO Building, 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



Directly reporting to this position:			
Title & Position Number	Classification	FTE	
Nil			

KEY RESPONSIBILITIES

Develops, implements, evaluates and reports on complex policy, programs, and strategic projects related to allied health and health science professions within 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.

Role Responsibilities

- Contributes to the development, implementation, evaluation and review of Allied Health related policy, programs and strategy in accordance with WA Government and Departmental objectives.
- Contributes to the development, implementation, evaluation and review of Allied Health related projects in accordance with the Department, Division and Chief Allied Health Office (CAHO) objectives.
- Prepares and delivers major reports, submissions, and other relevant publications based on analysis and evaluation of existing and potential Allied Health issues, strategy and policy.
- Maintain a comprehensive knowledge of Allied Health related issues, trends and evidence-based information as applicable to the WA health system.
- Prepares and provides advice via briefing notes, ministerial responses and correspondence as required by the Chief Allied Health Officer (CAHO).
- Supports capacity building for innovation and research across the WA health system through consultation, information sharing, and other activities as directed by the Chief Allied Health Officer.
- Liaises with and develops effective linkages and information exchange with other Divisions, Health Service Providers (HSPs) and external stakeholders regarding Allied Health matters.
- Represents the Chief Allied Health Officer on committees and working groups as required.
- Provides executive and project support to committees and working groups as required.
- Demonstrates a focus on the achievement of Divisional and CAHO objectives including working productively in a team and taking responsibility for and managing tasks to deliver expected outcomes on time.
- Performs other duties as directed by the Chief Allied Health Officer.

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.

Selection Criteria

ESSENTIAL

1. Excellent interpersonal, verbal and written communication skills, including demonstrated report writing skills.
2. Excellent conceptual, research and analytical skills, including the use of related software applications.
3. Considerable understanding of and experience in the development and evaluation of programs and policies.
4. Considerable project management skills, including the ability to plan, prioritise and meet deadlines.
5. Ability to work effectively in a team environment.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of the WA health system.

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: