



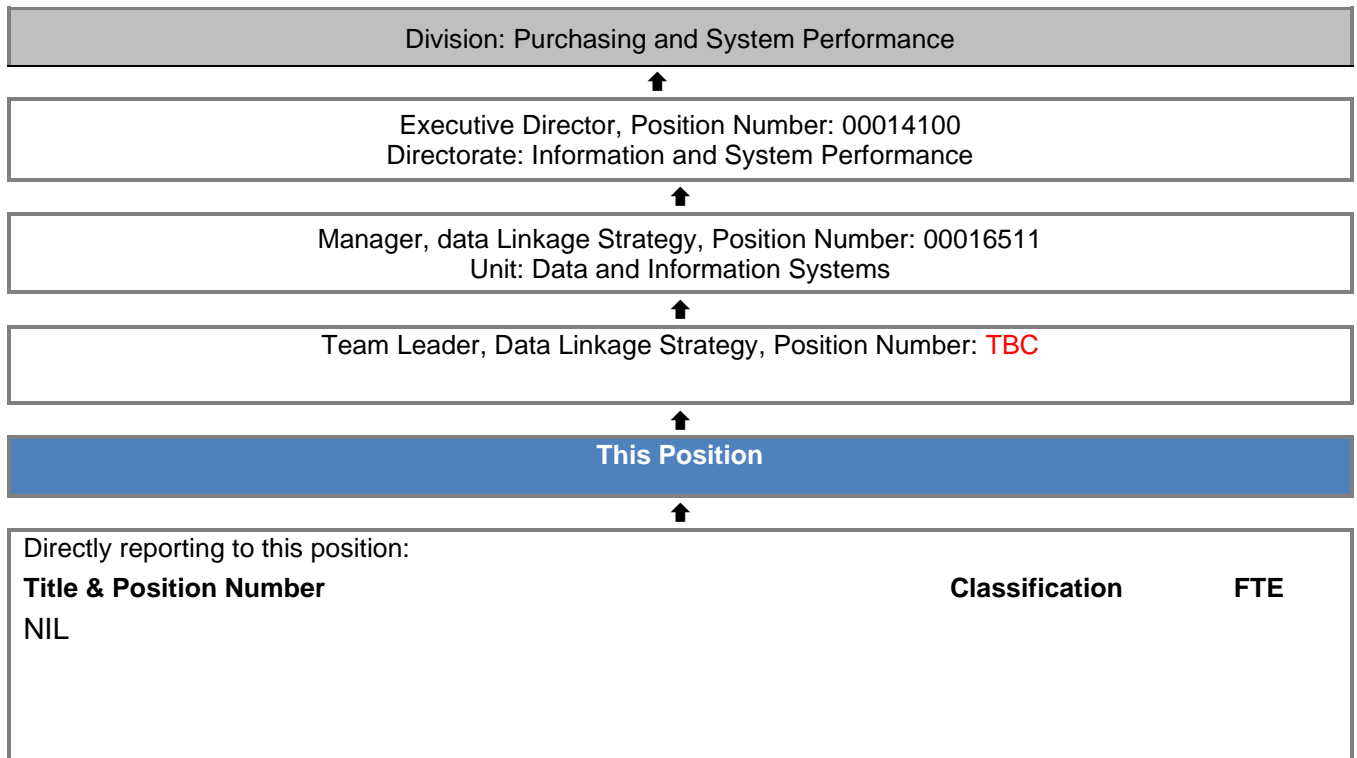
POSITION DESCRIPTION

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| Position Number | 00017398-00017399 |
| Position Title | Senior Project Officer |
| Classification | PSO Level 6 |
| Division | Purchasing and System Performance |
| Directorate | Information and System Performance |
| Branch | Data and Information Systems |
| Position Status | (e.g. Permanent or Temporary) |
| Award | Public Sector CSA Agreement |
| Site Location | East Perth |

ORGANISATIONAL ENVIRONMENT

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|--------------------|---|
| 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 Senior Project Officer provides leadership, coordination and direction to manage and deliver system reform projects within the WA Health Data Linkage Strategy and Reform program, and operationalise key strategic initiatives to improve data provision in WA. This role is responsible for providing accurate and timely advice on project progress, emerging risks and issues, while also providing necessary expertise in communications and stakeholder engagement.

The Senior Project Officer will assist with coordination between Department directorates, cross-jurisdictional partners and state and national organisations to establish health as a leader in data provision and linked data initiatives through the established Department of Health Data Linkage Governance Framework.

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-Specific Responsibilities

- Undertake all aspects of project development and implementation across a portfolio of system reform projects to implement the WA Health Data Linkage Strategy. This includes the preparation of business cases and project plans, establishing appropriate governance, identifying, and meeting reporting requirements, to ensure project outcomes are achieved on time, on budget, to quality standards and in line with the established agency project management methodology.
- Provides strategic advice on the development and implementation of initiatives that improves the way data is provisioned in WA, including facilitation of strategic stakeholder discussions, comprehensive risk analysis, identification of interdependencies and leveraging resources to maximise efficiencies, communication plans and cost benefit analysis where appropriate.
- Supports the provision of comprehensive and consolidated reporting related to the project activities and directorate initiatives to the Executive of the Department.
- Maintains a thorough knowledge of all services, functions and products provided by the Data Linkage Services team and provides advice and assistance to stakeholders in relation to all aspects of these.
- Implements and maintains project management policies and procedures for the Unit, making recommendations to the Team Leader, Data Linkage Strategy where process improvement opportunities are identified.
- Engagement with key stakeholders, including conducting relationship interdependency analysis/ mapping, communication planning, and facilitating workshops, as required.
- Represents the Unit at meetings, project steering groups and committees as required, and takes responsibility for progressing allocated actions arising. This includes actions arising through the Department of Health Data Linkage Governance Framework.
- Researches and prepares briefing papers, submissions, discussion papers, reports and ministerial responses, as appropriate.
- Supporting activities of the Department of Health Data Linkage Governance Framework, including the provision of secretariat support, as required.

- Contributes to the management and maintenance of the Department of Health Data Linkage Western Australia website and liaises with relevant stakeholders to ensure pages are maintained and available. This may include leading the redevelopment of the content on external websites and communication platforms, as well as supporting the development and maintenance of additional social media and communication platforms to facilitate the delivery of data linkage services and real-time updates to key stakeholders, as required.

Analysis, Management and Reporting

- Contributes to the development and implementation of strategies and tools for the continuous monitoring and evaluation of project and program-level risks and mitigation actions to safeguard delivery of the defined business outcomes.
- Monitors progress to ensure project objectives are delivered on time, per the defined scope and within budget, and business results are realised.
- Provides progress reports related to the delivery of projects and/or initiatives to stakeholder groups, supporting the management and allocation of financial and people resources.
- Contributes to the formulation of recommendations to support evidence-based project planning solutions and management decision making.

Leadership

- Consults with project teams responsible for implementing directorate projects and provides advice, guidance and direction to ensure the project objectives are met.

Liaison, Representation and Stakeholder Development

- Builds and maintains strong working relationships with key internal and external stakeholders in order to maintain business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these.
- Contributes to effective consultation processes with stakeholders across the WA health system to ensure directorate objectives and workplans meet System Manager requirements and reform initiatives.
- Participates in and/or supports working parties across the Department.

Corporate Responsibilities

- Supports an environment of customer focus, excellence in delivery, high performance, and accountability within a team environment that values and recognises the contribution of all members.
- Complies with corporate policies and procedures and models expected behaviours aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.
- Undertakes 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 |
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| 1. Demonstrated significant project management skills including developing, delivering, monitoring, and evaluating a portfolio of complex projects with the ability to manage change and achieve agreed project outcomes. |
| 2. Demonstrated strategic planning skills, with significant experience in providing advice and information in written form including reports, briefs, business cases and project plans. |
| 3. Ability to work in a team environment and promote an effective collaborative working environment. |
| 4. Well-developed leadership, interpersonal, communication and negotiation skills to influence people and to establish and maintain positive working relationships to achieve outcomes. |
| 5. Demonstrated conceptual, analytical and problem-solving ability within a complex and evolving technology and business environment. |

| Desirable Selection Criteria |
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| Appointment Factors |
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| <ul style="list-style-type: none">- 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: |
| SIGNATURE: | SIGNATURE: |
| DATE: | DATE: |