



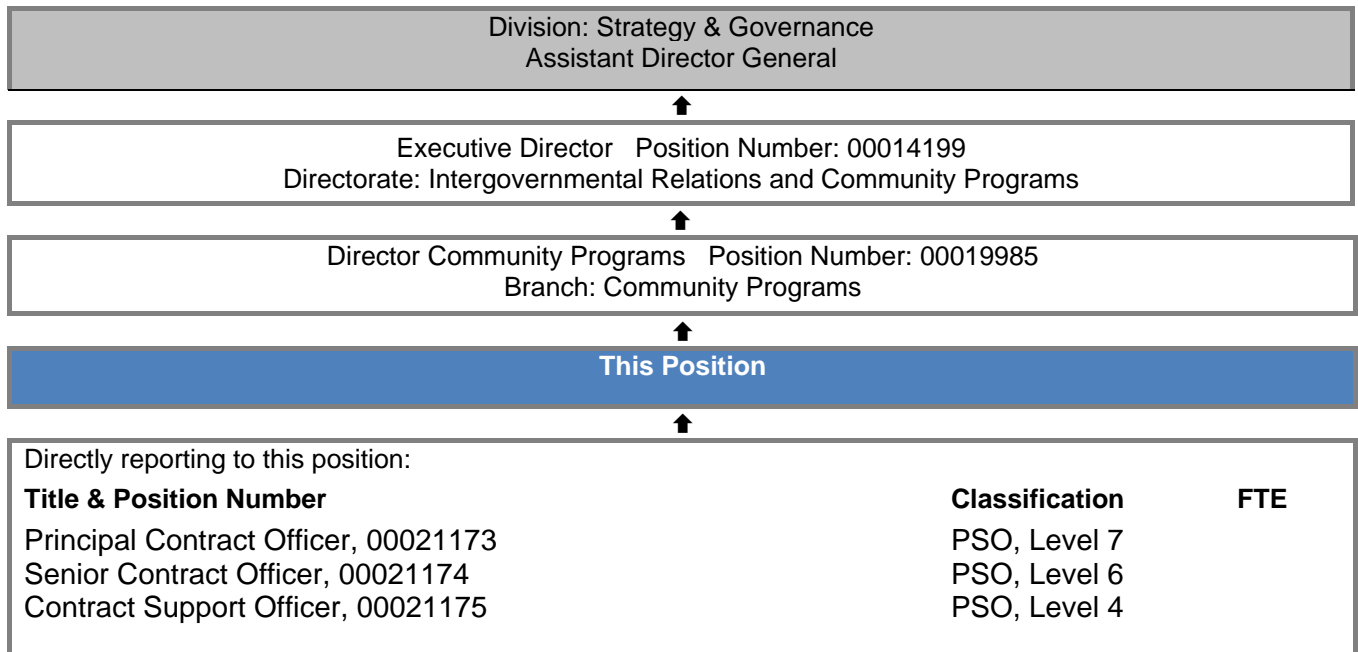
POSITION DESCRIPTION

Position Number	00021172
Position Title	Manager - Aged Care Programs
Classification	Level 8
Division	Strategy and Governance
Directorate	Intergovernmental Relations and Community Programs
Branch	Community Programs
Position Status	Temporary
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

Leads a team that develops policy and oversees programs and projects related to care of the older person, including in relation to intergovernmental relations issues.

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. Leads proactive policy development within the current government context, including furnishing advice on preferred policy options and positioning on national aged care reform.
2. Provides quality, proactive advice to internal and external stakeholders in relation to care of the older person, including Ministerial advice, briefings, submissions, responses to Parliamentary questions and correspondence.
3. Leads and manages aged care and transition care projects, programs and planning, including delivering programs that reduce aged care-related discharge delay.
4. Leads and manages resources across the team and the unit, ensuring plans, strategies and priorities are aligned with strategic direction of the business unit, division and department.
5. As a part of a broader management team, builds a high performing and cohesive team, and contributes to a shared vision and culture that is consistent with the Department's vision and values.
6. Collaborates and facilitates stakeholder engagement at all levels. Works in partnership with internal and external stakeholders to build consensus on departmental and/or Government positions.
7. Participates in and/or chairs meetings, conferences and working parties at request or agreement of the Director.
8. 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. Extensive experience and expertise in managing complex projects and project management systems and tools with the ability to meet project targets.
2. Substantial experience in the planning, analysis, development and evaluation of project and program initiatives.
3. Demonstrated high level of written and verbal communication and interpersonal skills, including the ability to negotiate effectively and advocate persuasively at all levels.
4. Demonstrated ability to lead and manage people and promote an effective team working environment.
5. Demonstrated experience in developing and maintaining strategic working relationships to achieve identified outcomes.
6. Excellent conceptual and analytical skills with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex problems.

Desirable Selection Criteria
1. Tertiary qualifications in a relevant health, management or business administration discipline.
2. Knowledge and experience of the public health system.
3. Knowledge and experience working with aged and continuing care issues.
4. Experience in the management of physical and financial resources.

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:
SIGNATURE:	SIGNATURE:
DATE:	DATE: