



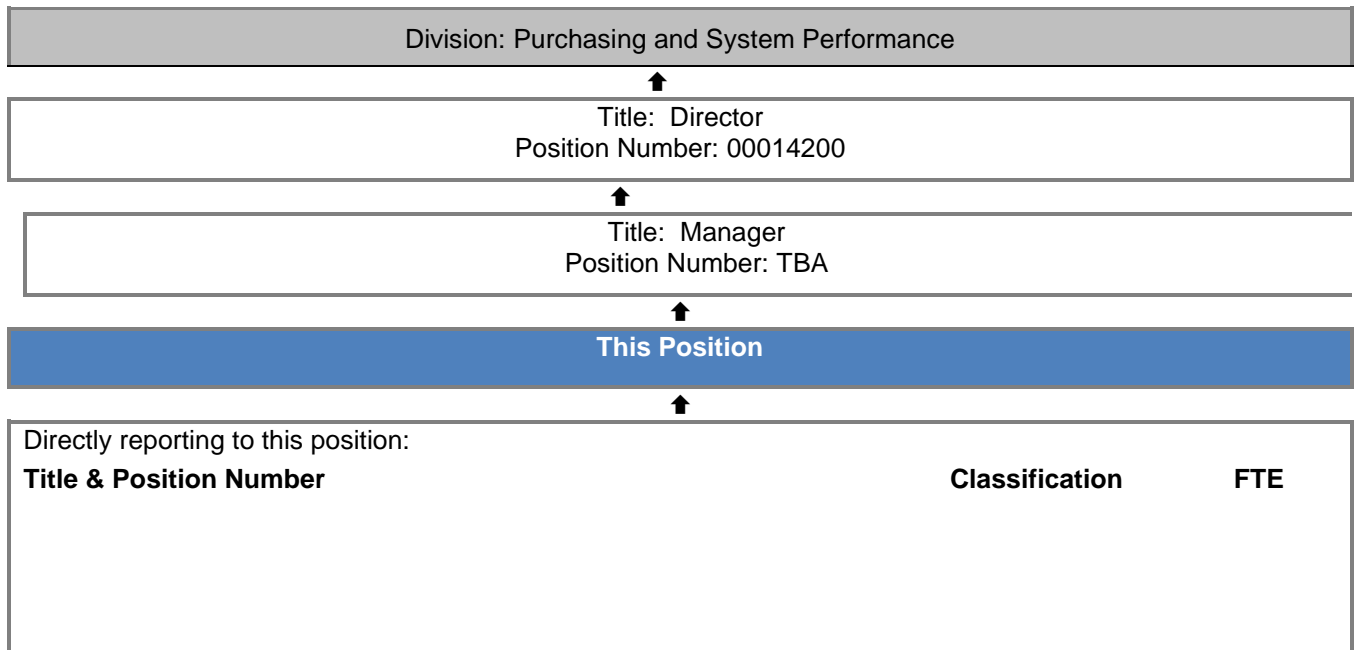
## POSITION DESCRIPTION

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Position Number</b> | 00017056, 00017057                |
| <b>Position Title</b>  | Senior Project Officer            |
| <b>Classification</b>  | Level 6                           |
| <b>Division</b>        | Purchasing and System Performance |
| <b>Directorate</b>     | Resourcing and Purchasing         |
| <b>Branch</b>          | Purchasing and Contracting        |
| <b>Position Status</b> | Permanent                         |
| <b>Award</b>           | Public Sector CSA Agreement       |
| <b>Site Location</b>   | East 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

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| Provides strategic contract planning advice and/or project management support for community services programs. Supports the implementation of policy and planning reforms for community services programs. |
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## 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.**

### **Project Management**

1. Manages and undertakes key strategic projects within the Purchasing and Contracting Unit.
2. Prepares and maintains detailed project and sub-project schedules and status reports.
3. Monitors and controls budgets for projects and sub-projects.
4. Specifies and prepares project documentation including Request for Proposal specifications and sub-project tender specifications.
5. Undertakes project tender analysis for consideration by tender evaluation committees.
6. Maintains project and sub-project computer databases.

### **Policy and Planning**

7. Supports the development, implementation and evaluation of policies and strategies designed to improve the efficiency and effectiveness of programs.
8. Responsible for research, analysis and evaluation of existing business activities and new proposals from identified external agencies.
9. Investigates, evaluates and recommends funding priorities across programs.
10. Ensures that funded agencies comply with relevant conditions of funding and departmental policies.
11. Participates in the development of community care services with non-government organisations.

### **Communication and Liaison**

12. Liaises with other Department of Health divisions and other government departments, non-government organisations and the general public as required.
13. Participates in meetings, conferences and working parties as required.
14. Prepares ministerial and other correspondence and reports as required.

### **Other**

15. Performs 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. Excellent interpersonal, verbal and written communication skills.
2. Considerable experience in project management and /or contract management.
3. Knowledge of State and Commonwealth health care program policies and funding arrangements.
4. Demonstrated experience in development and evaluation of contracts.
5. Experience in the use of computer software applications and databases.

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| <b>Desirable Selection Criteria</b>   |
| Tertiary qualification in a relevant discipline<br>Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery. |

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| <b>Appointment Factors</b> | <ul style="list-style-type: none"> <li>- Successful 100 point Identification Check.</li> <li>- Successful Criminal Record Screening Clearance.</li> <li>- Successful Pre-Employment Integrity check.</li> </ul> |
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**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

| <b>Manager/Supervisor</b> | <b>Director/Division Head</b> |
|---------------------------|-------------------------------|
| NAME:                     | NAME:                         |
| SIGNATURE:                | SIGNATURE:                    |
| DATE:                     | DATE:                         |