



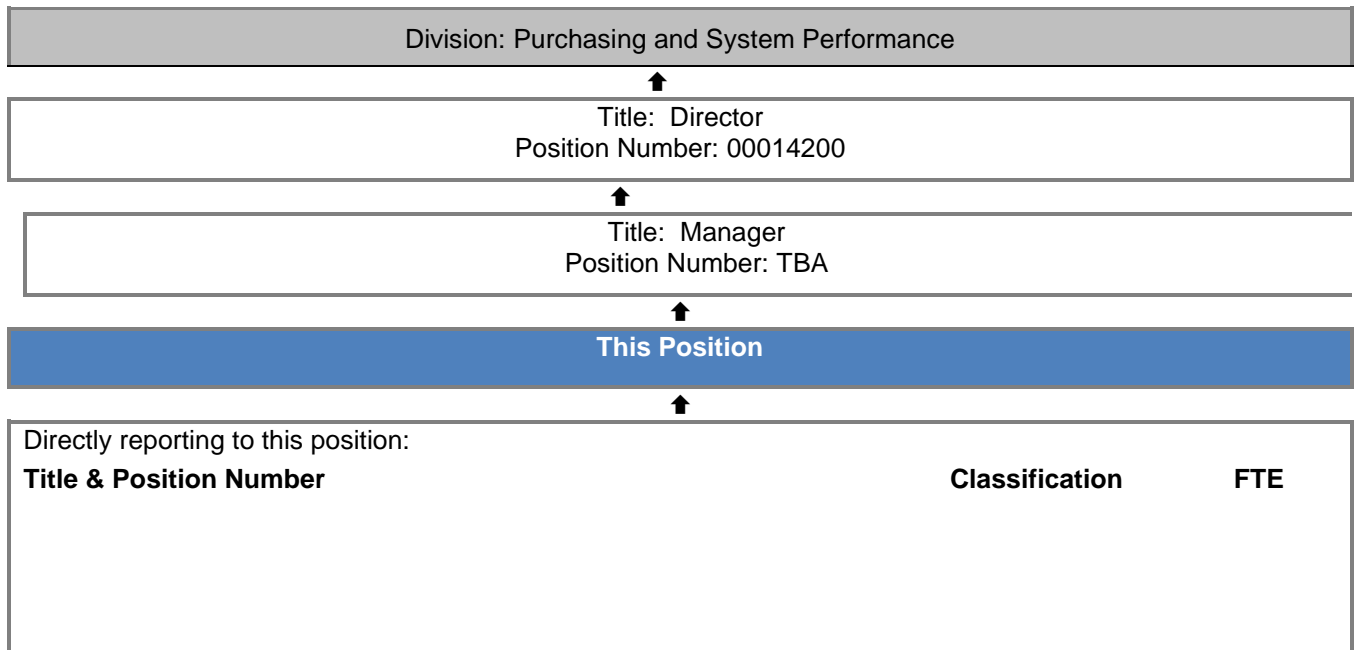
## POSITION DESCRIPTION

<b>Position Number</b>	00017058, 00017059
<b>Position Title</b>	Project Officer
<b>Classification</b>	Level 5
<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>	Respect, Excellence, Integrity, Teamwork, Leadership

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

Assists in the achievement of branch and Directorate outcomes through the provision of contracting, planning, and project management support.
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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. Plan, schedule and coordinate the implementation of contracts and/or project activities consistent with project plans and timelines.
2. Engage in effective stakeholder and community consultation to identify needs, priorities and issues relating to projects and/or contracts.
3. Advises and assists with the evaluation of specific contracts and/or projects, including research and analysis of existing data activities.

### **Policy and Planning**

4. Undertakes policy and planning support, research and data analysis associated with projects and Directorate programs.
5. Utilises statistical data provided by funded organisations to support community services planning.
6. Provides policy and planning advice to support the development of service delivery models.
7. Prepares ministerial correspondence and other correspondence and reports as required.

### **Liaison**

8. Consults, liaises and negotiates with advisory groups, non-government organisations, local government authorities and community groups on behalf of the Directorate.
9. Provides information and advice to the general community about Directorate Programs.
10. Provides information and policy advice about other government and non-government programs.

### **Other**

11. Supports data management for community services activity and reporting processes.
12. 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. Experience in planning, analysis and evaluation of health and community services.
2. Good interpersonal, verbal and written communication skills including consultation and negotiation skills.
3. Well developed analytical and problem-solving skills, with an ability to develop solutions to a range of issues.
4. Experience in formulating and evaluating contracts and programs.
5. Demonstrated experience with data management and data manipulation.
6. Experience in project management with a sound knowledge of project management principles and techniques.

**Desirable Selection Criteria**

Tertiary qualification in a relevant discipline

Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**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.

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