



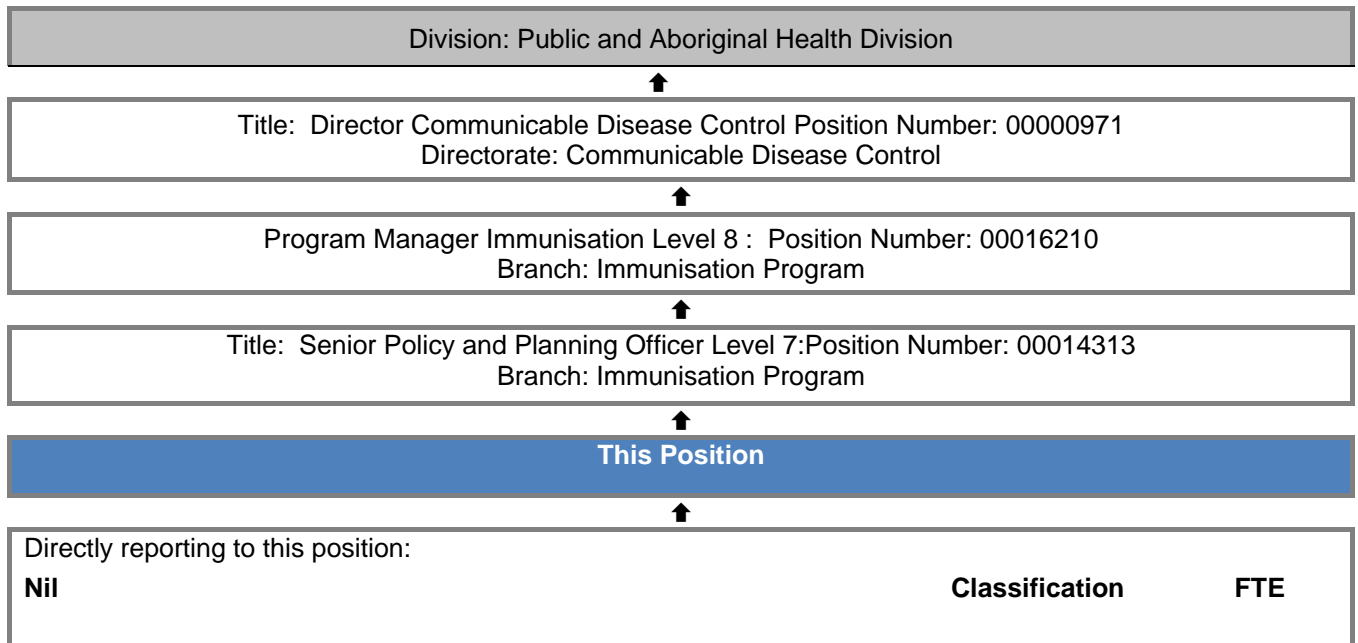
POSITION DESCRIPTION

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|------------------------|--------------------------------------|
| Position Number | 00020789 |
| Position Title | Senior Policy Officer (Immunisation) |
| Classification | Level 6 |
| Division | Public and Aboriginal Health |
| Directorate | Communicable Disease Control |
| Branch | Immunisation |
| Position Status | 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 Policy Officer manages and coordinates the development and implementation of a range of immunisation policy initiatives to contribute to the delivery of policies that support the Directorate, Division and Department commitments.

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

- Research, analyse and review complex policy issues, identifying emerging issues, developing evidence-based options, and recommended solutions to resolve problems and mitigate risks as related to immunisation, including procurement of services, and development of contracts to address issues identified.
- Provide policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of policies that support the Department and/or Government policy initiatives.
- Build and maintain relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of immunisation policy solutions, including the development, review and monitoring of State health contracts.
- Monitor, evaluate and report on the development and/or implementation of immunisation policies to identify issues and ensure the achievement of desired outcomes, including the coordination of procurement processes where required to support the achievement of desired outcomes for the Immunisation Program.
- Develops contracts including procurement planning, tender documentation and evaluation and contraction formulation. Ensures monitoring and evaluation mechanisms are developed and incorporated into provider agreements and service plans.
- Mentor and guide other Branch staff, ensuring compliance with governance and quality requirements, that contribute to the delivery of informed and timely policy priorities and initiatives.
- Prepare correspondence, written reports, publications, and briefs that are informative and aligned with Directorate, Divisional and Government requirements.
- Maintain an awareness of state, national and international trends and issues in relation to legislation, policies and initiatives impacting on the directorates, divisional and departmental strategic and business goals.
- Performs other duties as directed.

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

Substantial skill, knowledge and demonstrated experience in:

- policy development, implementation and evaluation
- research, analysis and problem solving
- provision of policy advice and support including the ability to write clearly and concisely in the preparation of correspondence, reports, publications, and policy documents
- interpersonal skills with ability to build and maintain relationships with a range of stakeholders in various contexts
- government procurement and contract management processes.
- coordination of a range of projects simultaneously, including the ability to plan, prioritise, make decisions, meet deadlines and manage issues.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of the WA immunisation program.
3. Current knowledge of legislative obligations for Equal Opportunity in all aspects of employment and service delivery.

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: |