



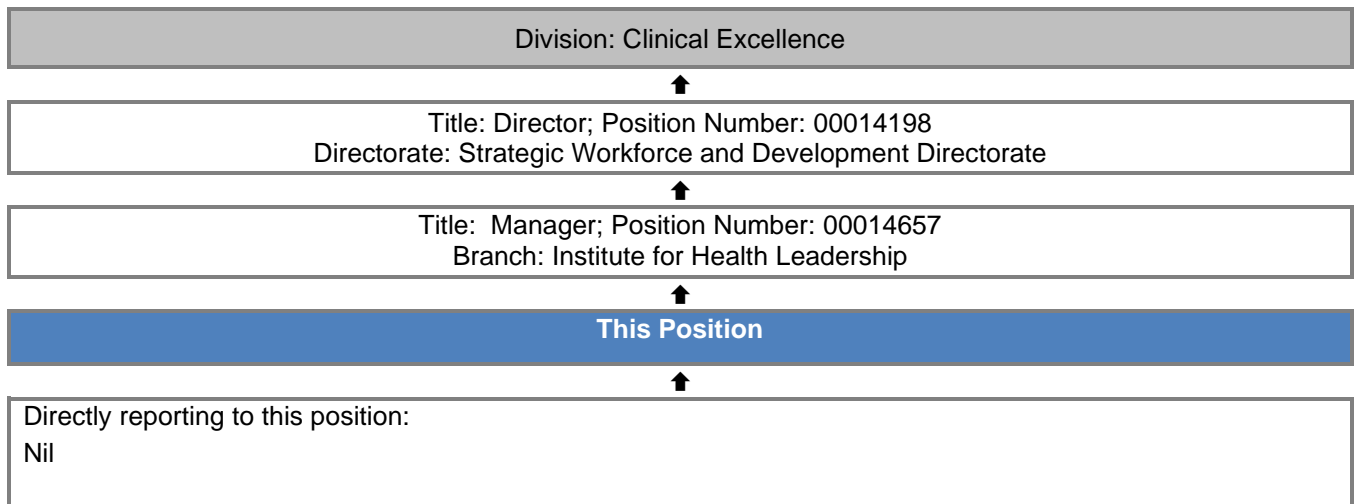
POSITION DESCRIPTION

Position Number	00021466, 00021467
Position Title	Principal Program Officer
Classification	Level 7
Division	Clinical Excellence
Directorate	Strategic Workforce and Development
Branch	Institute for Health Leadership
Position Status	Permanent
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

<p>Develops, coordinates and implements strategic systemwide programs and projects for the Institute for Health Leadership and other projects as directed within the Institute for Health Leadership unit.</p> <p>Develops and delivers training material as part of the leadership and workforce development program.</p>
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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.

1. Provides strategic advice on policy, program, planning and system matters pertaining to the Institute for Health Leadership and workforce development.
2. Coordinates and takes a lead role in the development, implementation and management of projects and business cases aimed at developing systemwide capacity and capability for effective leadership and workforce development.
3. Develops and delivers training material as part of the leadership and workforce development program.
4. Conducts and coordinates effective recruitment and selection processes for the Graduate Development Program and/or the Clinical Service Improvement program.
5. Program and project manage the delivery of Institute for Health Leadership's programs aimed at developing the systemwide capacity and capability for effective leadership and workforce development.
6. Proactively builds and maintains strategic relationships with key stakeholders across the Department of Health, Health Service Providers and external organisations to facilitate achievement of IHL's business objectives and participates in relevant committees and other working groups.
7. Proactively researches and analyses relevant state, national and international trends, issues, and strategies relevant to leadership and workforce planning and development to maintain a contemporary, specialist knowledge base to inform management, committees and other interested parties.
8. Supports effective contract management processes, including the management of associated budgets e.g. Graduate Development program and Clinical Service Improvement program.
9. Conducts evaluation of proposed and contracted leadership and workforce development programs based on best evidence and trends.
10. Consults with internal and external stakeholders to facilitate the effective development and implementation of strategies and programs.
11. Prepares working papers, project plans, briefing notes, meeting notes and general responses to correspondence as required.
12. Manages the organisation of conferences, workshops, meetings, committees and working parties including the preparation of background briefings, venue, process, attendance requirement and the supervision of contracted services.
13. Provides strategic advice and timely briefings to the Director and Manager.
14. 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

1. Proven project and/or program management experience including undertaking a lead role in developing, delivering, monitoring and evaluating a portfolio of strategic projects/programs, with the ability to achieve outcomes.
2. Excellent interpersonal, verbal and written communication skills, including demonstrated report writing and experience in consultation with a wide range of stakeholders.

3. Demonstrated analytical, conceptual, problem solving, management and leadership skills, and the ability to negotiate to achieve key outcomes.
4. Considerable knowledge and experience in contemporary health workforce and education issues, and trends at a state and national level.
5. High level of organisational ability, specifically related to preparation and delivery of training for large numbers of participants.
6. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualification in a relevant health discipline.
2. Experience in the provision of education or training within the health context and/or experience in clinical services redesign/improvement.

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: