



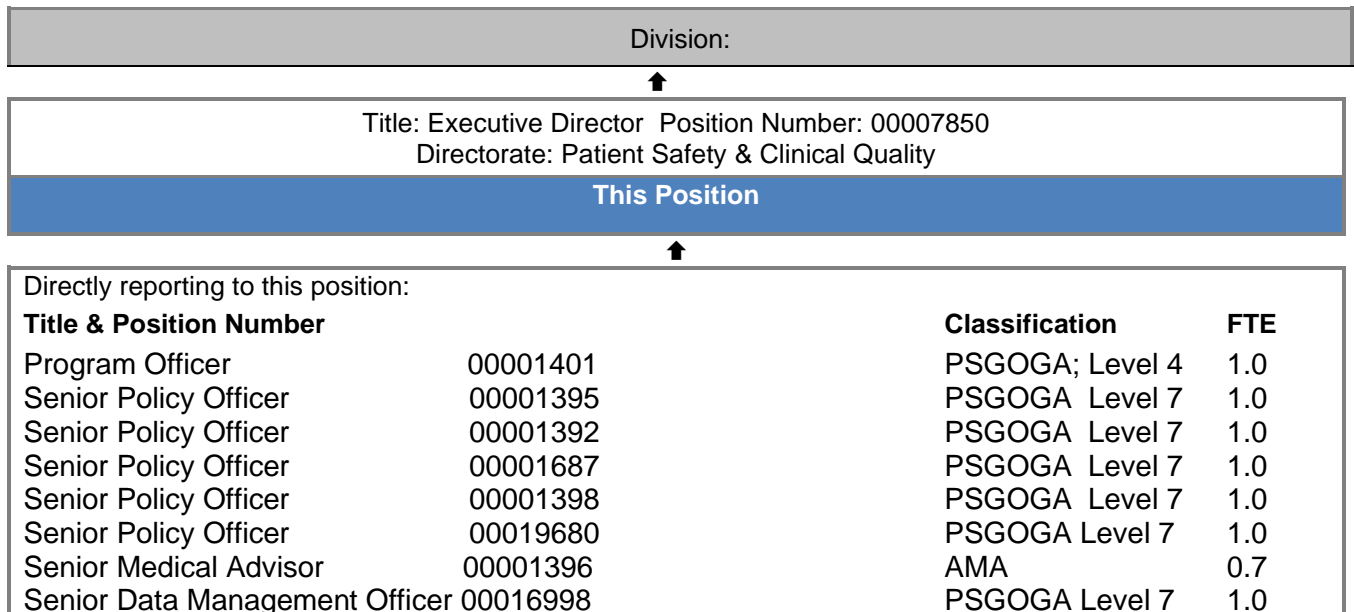
POSITION DESCRIPTION

Position Number	00014441
Position Title	Manager
Classification	PSO Level 8
Division	Clinical Excellence Division
Directorate	Patient Safety & Clinical Quality
Branch	Patient Safety Surveillance Unit
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

Manages and leads development, monitoring and analysis of strategic clinical governance policies and programs in consultation with stakeholders to facilitate the system wide establishment of clinical governance practice within the WA health system. Acts as Principal Policy Consultant in regards to areas of portfolio responsibility. Also manages the patient safety program and contributes to the strategic direction of the Office of Patient Safety and Clinical Quality by participating as a member of the Management Team.

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.

Manages the activities of the Patient Safety Surveillance Unit and ensures the effective and efficient use of government, financial and human resources.

Initiates and oversees appropriate quality and safety committees, as required.

Supervises investigations, reporting and policy analysis into safety and quality related issues within the Western Australian community as required for the development of appropriate policies and programs.

Acts as Principal Policy Consultant in regard to areas of portfolio responsibility.

Prepares and manages timely preparation of response to Parliamentary Questions, briefing notes, research and policy papers and general correspondence for the, Executive Director, Assistant Director General, Director General and Minister for Health/Mental Health.

Develops strong working relationships in order to effectively liaise, consult and negotiate with key internal and external stakeholders.

Provide strategic advice to the Executive Director, Assistant Director General and the Director General as required.

Manages the development, monitoring and evaluation of nationally consistent clinical governance and other safety and quality policy frameworks and programs to enhance the implementation of system-wide clinical best practice within the WA health system.

Maintains an expert awareness of relevant trends and issues in relation to the provision and implementation of patient safety and clinical governance at the hospital and health service level in other states and overseas.

Develops programs, strategies and action plans to evaluate the effectiveness of projects and work programs that have been initiated.

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. Substantial experience and expertise in management including strategic improvement initiatives.
2. Excellent oral and written communication and interpersonal skills, including the ability to negotiate effectively at all levels.
3. Demonstrated ability to lead and manage people and promote an effective team working environment.
4. 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.
5. Demonstrated knowledge of the health system including relevant State and National Health policy particularly related to the portfolio of responsibility.

Desirable Selection Criteria

1. Relevant tertiary qualifications
2. Knowledge of clinical governance systems and patient safety issues at the State and National level
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on 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: