



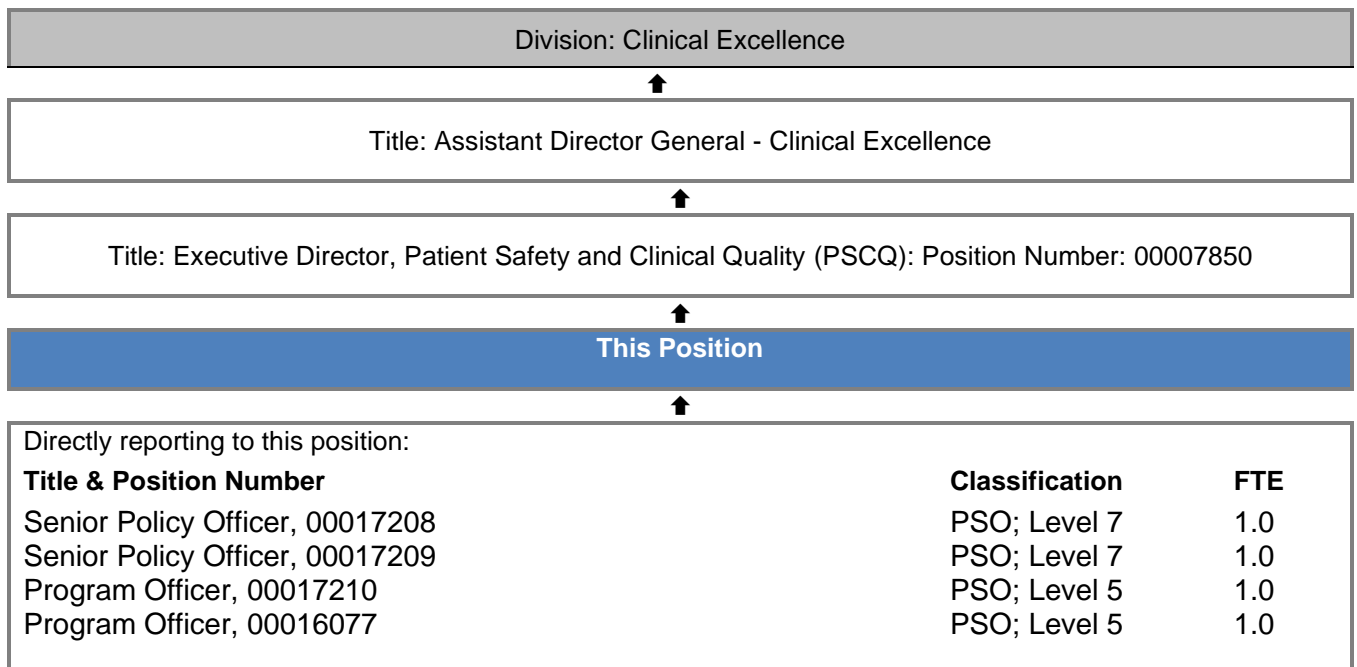
## POSITION DESCRIPTION

<b>Position Number</b>	00001150
<b>Position Title</b>	Manager
<b>Classification</b>	PSO Level 8
<b>Division</b>	Clinical Excellence Division
<b>Directorate</b>	Patient Safety and Clinical Quality
<b>Branch</b>	Licensing and Accreditation Regulatory Unit
<b>Position Status</b>	Permanent
<b>Award</b>	Public Sector CSA Agreement
<b>Site Location</b>	Perth Metro area

## 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-focussed

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The Manager leads and manages a portfolio of strategic highly complex multi-disciplinary projects and policy related to patient safety and quality. This includes: undertaking a lead role in planning of and managing the implementation of the legislation for Assisted Reproductive Technology

The Project Manager provides expert strategic advice to the Senior Executives regarding current, evolving or emerging issues to facilitate executive decision-making. The Manager is responsible for developing and maintaining networks and relationships with key high level internal and external stakeholders. This position is a member of the leadership team for the Patient Safety and Clinical Quality Directorate.

## 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

- Lead the development and delivery of a portfolio of projects, identifying interdependencies and leveraging resources to maximise efficiencies and achieve required organisation outcomes.
- Lead and oversee all aspects of project development and implementation across a portfolio of highly complex multi-disciplinary projects, including preparing business cases and project plans, establishing appropriate governance, identifying, allocating and managing resources, and meeting reporting requirements, to ensure project outcomes are achieved on time, on budget, to quality standards and in line with the established agency project management methodology.
- Develop and implement strategies and tools for the continuous monitoring and evaluation of projects, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress and overall effectiveness.
- Manage interdependencies and coordination across projects to ensure that information relating to project deliverables, risks and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated.
- Lead and manage the program team, including internal and external project staff, to deliver all key project/s milestones and outcomes.
- Manage stakeholder relationships through effective communication, negotiation and issues management to ensure stakeholders are engaged throughout the project and project deliverables are met.
- Provide expert advice and information to stakeholders on emerging project issues and present recommendations to support project delivery in line with established plans, budgets, timeframes, policy objectives and other project priorities.
- Identify and define the major strategic issues for the organisation and integrate diverse stakeholder interests with the Government's broader agenda to inform the development and prioritisation of project initiatives and to proactively understand and mitigate risks.

- Define business strategies and organisational policies to enable the strategic coordination of multiple major projects and initiatives to improve efficiency and effectiveness of projects.
- Foster collaborative and mutually supportive relationships with project leaders and senior stakeholders
- Assess cross-functional project team capability, provide coaching, training and support to enhance project management capability, and team collaboration and project results.
- implement robust protocols which minimise the financial implications of any unavoidable and/or agreed scope changes, in order to optimise return on investment.

## 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
Extensive skill, knowledge and demonstrated experience in: <ol style="list-style-type: none"><li>1. Project management including undertaking a lead role in planning, initiating, developing, evaluating and managing highly complex multi-disciplinary projects at a strategic level, with the ability to achieve project outcomes</li><li>2. Substantial experience in policy advice, analysis, development and implementation particularly in regard to legislation and statutory requirements.</li><li>3. Critical, conceptual and analytical thinking including the ability to make decisions and develop solutions to complex problems.</li><li>4. Provision of expert strategic advice and information including preparation of high-level reports, briefs, business cases and project plans.</li><li>5. Effective interpersonal communication, negotiation and influencing to facilitate co-operation and support, building and enhancing stakeholder relationships.</li><li>6. Leading, managing and empowering teams including managing employee behavior.</li></ol>

Desirable Selection Criteria
1. Possession of, or progress towards, a relevant tertiary qualification.
2. Knowledge of issues relating to assisted reproductive technology.

Appointment Factors
<ul style="list-style-type: none"><li>- Provision of the minimum identity proofing requirements.</li><li>- Successful Criminal Record Screening Clearance.</li><li>- Successful Pre-Employment Integrity check.</li></ul>

## 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: