



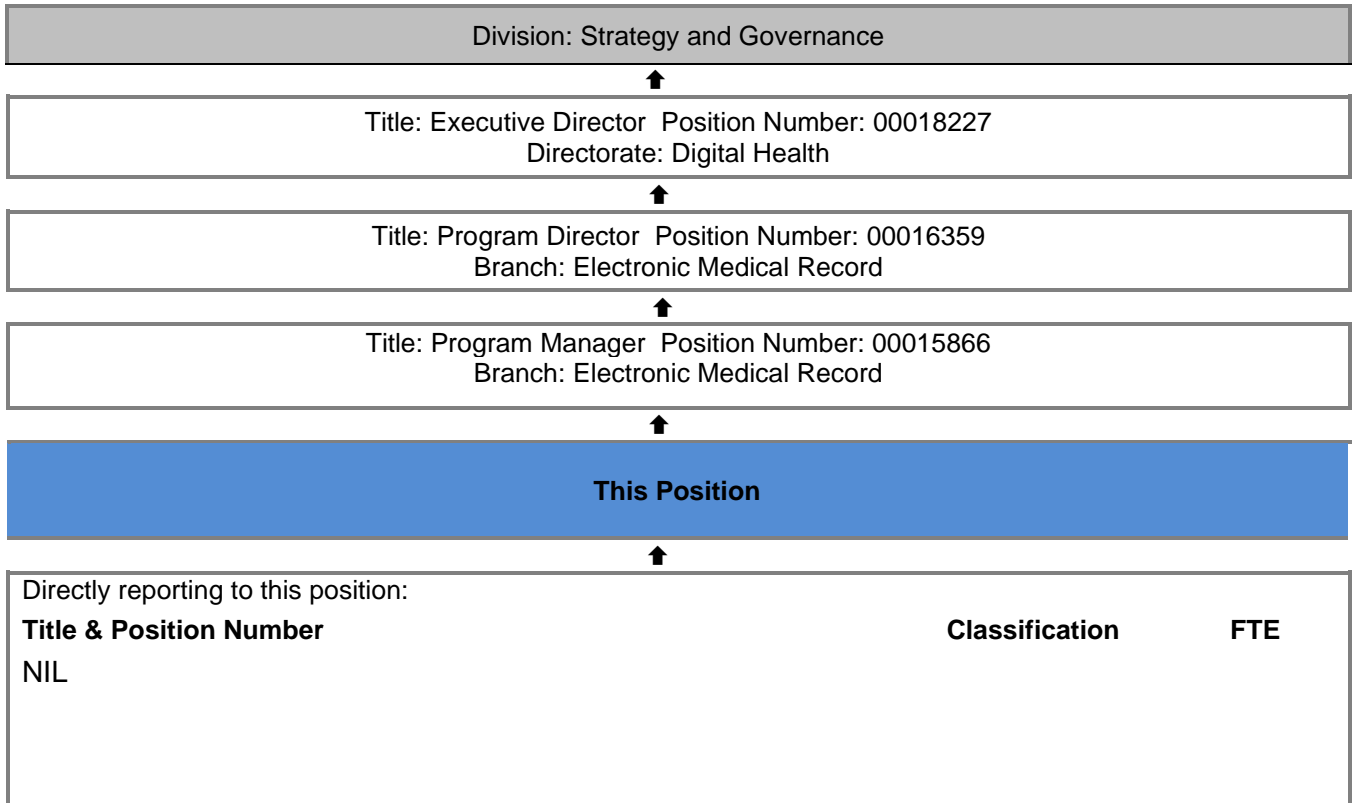
POSITION DESCRIPTION

Position Number	00021474
Position Title	Project Officer
Classification	Level 5
Division	Strategy and Governance
Directorate	Digital Health
Branch	Electronic Medical Record
Position Status	Temporary
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

Provides project support to various projects. Prepares reports, ministerial and other correspondence and senior management submissions. Provides project and business support to senior staff in the Electronic Medical Record (EMR) Program.

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 Specific Responsibilities

Project Management and Support

Manage projects relating to the EMR Program.

Develop systems and processes to coordinate, monitor, evaluate and report on projects. Provide executive and project support for planning/research groups as required.

Undertake specific projects and reviews and research and analysis as required.

Correspondence Management

Oversee the management of and provides quality assurance control for correspondence requiring the Director's approval.

Prepare ministerial correspondence, reports, briefing notes and other correspondence and coordinate responses to enquiries and letters.

Other

Develop and maintain effective relationships and networks with key stakeholder groups both within and external to the WA health system.

Maintain a client focus by ensuring that customer needs are met in a professional and timely manner. Develop and extend own professional and work-related knowledge.

Undertake 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. Extensive administrative and secretarial experience at a senior level.
2. Experience in project management and knowledge of project management principles and methods.
3. Highly developed interpersonal and communication skills with the ability to formulate and prepare high level correspondence, documents and reports.
4. Highly developed planning and organisational skills.
5. Demonstrated conceptual and analytical skills and ability to develop innovative solutions to problems.

Desirable Selection Criteria

1. Qualification in relevant discipline.
2. Current knowledge and commitment to 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: