



HSS Registered

Senior Coordinator Planning, Innovation & Commissioning

Health Salaried Officers Agreement: G-9

Position Number: 602827

Planning, Innovation & Commissioning

East Metropolitan Health Service

Reporting Relationships

Executive Director
Clinical Service Strategy & Population Health
HES Grade B
Position Number RP602768



Director
Clinical Service Planning
HSO G-12
Position Number RP602821:



This Position



Directly reporting to this position:
nil



Also reporting to this supervisor:

- Project Support Officer HSO G-5, 1.0 FTE
- Planning, Innovation & Commissioning Consultant HSO G-7, 2.0 FTE
- Coordinator Planning, Innovation & Commissioning HSO G-8, 3.0 FTE
- EMHS Telehealth Project Manager HSO G-8, 1.0FTE
- Manager Planning, Innovation & Commissioning HSO G-10, 3.0 FTE
- Manager Information Analyst HSP G-10, 1.0 FTE
- Senior Analyst HSO G-9, 1.0FTE

Key Responsibilities

Coordinates and facilitates clinical services planning and innovation, building the capacity of East Metropolitan Health Service (EMHS) to sustainably and effectively meet the needs of its population through clinical initiatives aligned with the key strategic directions of EMHS and the wider health reform agenda.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Service planning, management and commissioning

- 1.1 Monitors and contributes to the strategic development, implementation and evaluation of detailed clinical planning projects with consideration of appropriate process, business and workforce change/project management to meet current and future clinical needs of the population of EMHS in accordance with state and national priorities.
- 1.2 Identifies and analyses potential risks, benefits, costs and impact on the EMHS health system in relation to proposed initiatives and strategies.
- 1.3 Research and analyses relevant trends and issues in relation to national and international best practice in patient management and clinical standards, and report on their significance to the EMHS health system.
- 1.4 Uses and interprets data and information related to Activity Based Funding (ABF) and non-ABF clinical activity and service models and provides recommendations to the EMHS Director Clinical Service Planning.
- 1.5 Facilitates implementation, transition to operations and provide oversight to support sites transform clinical services.

2. Consultation and stakeholder management

- 2.1 Builds and maintains strategic relationships with key internal and external stakeholders to facilitate effective and appropriate care pathways across health sectors.
- 2.2 Develops effective consultation and robust engagement processes to ensure coordination, development and implementation of strategic clinical planning and reform initiatives in service delivery.
- 2.3 Works with key stakeholders to review the effectiveness of current services and models.

3. Corporate responsibilities

- 3.1 Promotes and facilitates service reform initiatives that support sustainable service delivery.
- 3.2 Provides effective co-ordination, integration and direction for the management of the human, financial and material resources required to achieve project objectives.
- 3.3 Ensures risks to business operations/project objectives are identified, assessed and managed with systemic risks reported to EMHS Director Clinical Service Planning.
- 3.4 Coordinates responses to parliamentary questions, briefing notes and general correspondence on project activities and initiatives for the EMHS Director Clinical Service Planning.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Demonstrated ability to coordinate health service strategic clinical planning and reform; and influence the achievement of required outcomes in areas of professional responsibility.
2. Demonstrated ability to identify and analyse health data and the health needs of an area to evaluate and recommend strategies and business plans to address identified needs.
3. 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.
4. Excellent oral and written communication and interpersonal skills, including the ability to negotiate effectively at all levels.
5. Demonstrated ability to work with key stakeholders to plan, implement and evaluate service reform initiatives.

Desirable Selection Criteria

1. Demonstrated knowledge of WA health systems and directions for health system and service reform.
2. Tertiary qualifications in a health-related discipline, or substantial experience in health services planning and delivery.
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HCN Registration Details (to be completed by HSS)

Created on	07/09/2021	Last Updated on	07/09/2021
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