



SECTION 1 - POSITION IDENTIFICATION

Title:	Program Officer
Classification:	Level 5
Award:	Public Service Award

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
Division: Mental Health	Executive Director	AMA Level 15-23



Group:		
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Directorate: Performance & Operations	Director	Level 9
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Branch: Statewide Mental Health Governance & Performance	Manager	Level 8
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Section: Statewide Mental Health Governance & Performance	Senior Consultant	Level 7
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Unit:	THIS POSITION	Level 5
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Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg., Controls, Maintains, etc.

Maximises the health gains of the population by conducting reviews and developing and managing contracts to ensure cost effective and quality mental health services in the non government sector.

SECTION 4 - STATEMENT OF DUTIES

TITLE Program Officer	CLASSIFICATION Level 5	POSITION NO. HE502695
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BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq.	%
1.0	REVIEWS	R	25
1.1	Assists to ensure effective reviews for program areas as directed to reflect population needs and agreed goals and targets. Key duties include: Reviews mental health services in the non government sector on the basis of needs assessment and other relevant information. Plans the development of new mental health services in the non government sector with current and prospective providers. Analyses and advises on quality criteria that should be applied to mental health service delivery for service providers within the region. Analyses outcomes of existing services in conjunction with service providers.		
2.0	CONTRACT DEVELOPMENT	R	25
2.1	Assists to ensure effective contracts for mental health services are developed for program areas as directed. Key duties include: Translates purchasing plans into mental health service contract requirements. Negotiates the details and terms of service delivery with government, private and non-government mental health service providers. Develops agreed reporting standards in conjunction with mental health service providers.		
3.0	CONTRACT MANAGEMENT	D	40
3.1	Assists to ensure contract performance monitoring and the effective management of relationships with contract parties. Key duties include: Manages contracts as delegated and manages the relationship with contract parties. Monitors contract performance including delivery of services / products against the contract. Prepares reports on contract acquittal. Monitors and recommends actions in relation to contract variations. Evaluates contract performance in relation to needs, priorities and national / state mental health policies, goals and targets.		
4.0	OTHER DUTIES	D	10
4.1	Liaises with service providers, other Divisions, key stakeholders and consumer groups as required.		
4.2	Prepares Ministerial correspondence plus other correspondence and reports as required.		
4.3	Represents the Division on relevant committees.		
4.4	Undertakes other duties as directed.		
			100

Organisation Contacts:

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

YES

If yes, how frequent? 1. Internal to the organisation...D..... 2. External to the organisation...D.....

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

SECTION 5 - SELECTION CRITERIA

TITLE Program Officer	CLASSIFICATION Level 5	POSITION NO. HE502695
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ESSENTIAL

1. Experience in conducting reviews, contract management and service development.
2. Excellent interpersonal, verbal and written communication skills.
3. Highly developed problem solving and negotiation skills.
4. Highly developed conceptual, research and analytical skills.

5.

DESIRABLE

1. Tertiary qualifications in relevant Health Services, Human Service Professional, Business or Finance Area.
2. Experience in and/or knowledge of the health and/or mental health sector.
3. Current knowledge of and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

1. Nil.

SECTION 6 - APPOINTMENT FACTORS

Location East Perth	Accommodation Nil
Allowances Nil	Specialised Equipment Operated Nil

SECTION 7 – CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

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

Name	Signature	Date Appointed	Date