



# POSITION DESCRIPTION

<b>Date</b>	October 2021
<b>Position Title</b>	Project Officer (Contract Position)
<b>Division</b>	Bethesda Clinic
<b>Reports to</b>	Manager, Analytics and Project Lead

## SECTION 1

### Mission, Vision and Values

**Vision:** To be the preferred choice for doctors, staff and patients, recognised for the provision of high quality clinical care

**Mission:** To deliver the highest quality healthcare experience by putting patients at the centre of all that we do.

**Values:** Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

## SECTION 2

### Position Summary and Role Purpose

Reporting to the Manager, Analytics and Project Lead, the Project Officer provides administrative and project support to the Bethesda Clinic Commissioning Project.

## SECTION 3

### Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive Officer	Project Managers – PDS
Executive Team	Construction Managers – Broad Construction
Bethesda Clinic Project Team	IT Consultants
	Clinical Consultants

## SECTION 4

### Key tasks, Responsibilities, Outcomes and Activities

The Project Officer is a pivotal role, providing project management and business support to senior clinical leads and Executives in the planning and commissioning of Bethesda Clinic. The role involves collaborating with a wide range of internal and external stakeholders to:

#### Support the functioning of key Commissioning Workstreams:

- Marketing – work with the Marketing Officer to draft key communications and advertising material, liaising with Project Team as required.
- Model of Care – support clinical leads and consultants on the development and documentation of the inpatient Model of Care.
- Partnerships and Wellness & Recovery Centre – support the Executive Manager, Corporate Support & Projects and external consultants to develop contracts with third parties for the delivery of group therapy services.
- Bethesda Clinic Network – support the Director of Medical Services in the establishment of the new Clinic Network program.
- Private Health Funds – work with Manager, Analytics and Project Lead to support the effective negotiation of funding contracts with private health insurers, and other funders of the Clinic
- Workforce – support the Executive Manager, People & Culture and Resourcing Advisor on the implementation of the Workforce Strategy and Plan.
- Policy, Procedures and Accreditation – support the Mental Health Policy Coordinator, and Inpatient Nurse Manager to track the development of policies and procedures for Bethesda Clinic, including assisting with planning for accreditation.
- Procurement – facilitate collaboration between Manager, Supply and Project Team on key procurement decisions and contracts – documenting decisions and ensuring adherence to project timeline.

#### Support the administrative elements of Project Commissioning Group

- Gather workstream updates from Workstream leads in preparation for monthly meetings
- Prepare the agenda and take minutes at the monthly meetings
- Maintain a register of key actions and follow up with Responsible team members as required

#### Support the construction Project Manager:

- Facilitate communication and collaboration between external construction managers (PDS) and the Project Commissioning Group, following up on outstanding Bethesda actions as required

#### Overall Bethesda Clinic project support:

- Correlate team availability and assist with meeting scheduling
- Knowledge management: track and document key correspondence, decisions and plans in appropriate shared folder locations
- Draft Bethesda Clinic project updates and briefing notes for Board of Directors (monthly) and Hospital Management Committee (Quarterly): reporting project progress, issues and decisions
- Source, track and compile data and undertake research on key topics related to the service development of Bethesda Clinic as required

**SECTION 5**  
**Health, Safety and the Environment**

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

**SECTION 6**  
**Quality and Risk**

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

**SECTION 7**  
**Partnering with the Consumer**

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

**SECTION 8**  
**Selection Criteria**

<b>Qualifications</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Current Police Check (no more than 6 months old)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Tertiary Qualifications in a relevant field of study (e.g. Project Management, Business, Health Administration, Finance, Technology) or equivalent work experience</li> </ul>
<b>Knowledge and Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Project Management principles, techniques and methodologies</li> <li>▪ Microsoft Office tools: meeting scheduling in Outlook, collaboration and meetings in Teams, Excel spreadsheets, Word reports / documentation and PowerPoint briefings / reports / presentations.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of the private mental health environment in Western Australia.</li> </ul>
<b>Skills</b>
<ul style="list-style-type: none"> <li>▪ project support including implementing and managing project plans</li> <li>▪ research, analysis and problem solving including the use of spreadsheet tools</li> <li>▪ preparation of project documentation, discussion papers, briefs, reports and submissions</li> <li>▪ effective interpersonal communication, liaison, facilitation and stakeholder engagement</li> <li>▪ delivery of agreed outcomes within required timeframes</li> <li>▪ document and data management</li> </ul>
<b>Experience</b>



**SECTION 9**  
**Acceptance of Position Description**

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Employee

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Date

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Manager

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Date