

POSITION DESCRIPTION

Directorate	Canberra Health Services
Division	Deputy CEO
Branch	Strategy and Governance
Position Number	P48754
Position Title	Directorate Liaison Officer
Classification	SOG C
Location	CHS
Last Reviewed	14 July 2021 - DS



Our **Vision**: creating exceptional health care together
 Our **Role**: to be a health service that is trusted by our community
 Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Directorate Liaison Officer (DLO) is the key conduit between Canberra Health Services and the Offices of the Minister for Health, Minister for Mental Health and Minister for Justice Health. This position works under limited supervision of the Senior Director, Policy, Planning and Government Relations, and does not involve direct supervision of staff.

DUTIES

Under direction of the Senior Director, Policy, Planning and Government Relations, you will:

1. Draft complex/sensitive Ministerials for the Ministers for Health, Mental Health and Justice Health and provide policy advice on portfolio issues, particularly across government communications, events, and business matters.
2. Manage political sensitivities and work collaboratively with Ministers' offices, senior agency representatives, government officials, health partners and the community.
3. Foster the relationship between the Ministers Offices and Canberra Health Services by developing and maintaining productive relationships with ministerial staff, Directorate executives and officers, and other key stakeholders including other DLOs, staff from cross government directorates, ACT Legislative Assembly Chamber Support Office and Committee offices.
4. Facilitate and monitor the flow of information between the Ministers' Offices and Canberra Health Services, including maintaining high-level understanding of emerging issues and advising the Director-General and other executives of these issues.
5. Provide advice and assistance to ministerial and Canberra Health Services staff in relation to Cabinet and Assembly processes and Whole of Government coordination.
6. Facilitate cooperative working relationships with, and provide advice and support for, other Directorate Liaison Officers.
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

- Highly motivated with the capacity to work under pressure with limited direction.
- Willingness to identify, assess and introduce continuous improvement initiatives.
- A customer-orientated approach to dealing with ACT Government, ministerial and Legislative Assembly staff.

Position Requirements/Qualifications:

Experience working on and existing knowledge of cabinet, assembly and ministerial processes specifically within the ACT Government is highly desirable. Following the recruitment process, a temporary transfer may be offered to an existing officer under section 100 of the Public Sector Management Act 1994, or higher duties allowance under clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021.

Please note prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven high-level leadership, management and analytical skills, with the demonstrated ability to make sound judgements on sensitive and complex issues.
2. Demonstrated high-level capacity to provide strategic policy direction and advice in relation to Cabinet and Assembly procedures and processes and other whole of government issues.
3. Proven high level communication, interpersonal and representational skills with the ability to consult, negotiate and liaise with a range of professional disciplines and stakeholders to achieve outcomes across all healthcare levels.
4. Demonstrated ability to deliver and operate in a complex, dynamic and sensitive environment with minimal supervision, to work under pressure and within competing and tight timeframes.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health, and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS’s values of reliable, progressive, respectful, and kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

- A response to the selection criteria under “what you require” in no more than three pages.

Where possible include specific relevant examples of your work.

CHS Contact: Katherine Macpherson, Senior Director, Policy, Planning and Government Relations on 5124 9590

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently

Standing for long periods	Occasionally
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PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Occasionally
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Never
Kneeling	Never
Foot and leg movement	Never
Hand, arm and grasping movements	Frequently
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never

Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never