



Government of **Western Australia**
Department of **Health**

Standardisation of Aboriginal Health related position titles

Business rules

1. There are three different standardised position titles, each with a different function

1.1 JDF position title

The JDF position title is used in job advertisements. This position title can be as long as necessary but must be consistent with the 35 and 16-character titles and accurately reflect the position.

1.2 35-character position title

The 35 character position title is commonly used in workforce data reporting, policy and planning. It is important that it is able to accurately reflect the position whilst remaining within the 35 character limit.

This position title will be captured in the Standardised Position Titles Policy. The process to add, alter or delete entries on the position titles list, once published, will require consultation among Health Service Providers and an official request to System Manager.

1.3 16-character position title

The 16 character position title is used in some workforce reporting and in the establishment data warehouse.

This position title will be captured in the Standardised Position Titles Policy. The process to add, alter or delete entries on the position titles list, once published, will require consultation among Health Service Providers and an official request to System Manager.

2. Where a position title includes a description of the position level, titles are expressed in two parts.

2.1 A left hand side descriptor

This expresses the kind of role and span of influence of the position. Examples include: Junior, Senior, Coordinator, Project Manager, Program Manager, Manager and Director.

2.2 A right hand side descriptor

This describes the work context, area of interest/specialisation the position has. Examples include: Aboriginal Health Liaison Officer and Health Promotion Officer.

The two descriptors are separated by the '-' symbol.

3. Terms relating to seniority

Terms describing seniority of the title are outlined as follows:

- **Junior:** Indicative generally of Levels 2-3, excluding titles with terms assistant or support.
- **Senior:** Indicative generally of Levels 6-7, excluding titles with the terms professional, practitioner, coordinator or manager.
- **Coordinator, Manager or Director:** Terms are used based on responsibilities outlined in the corresponding JDF rather than RateID.

NOTE: Position titles levels 4-5 contain no terms describing their seniority.

4. Standard abbreviations

Abbreviations used in either the JDF, 35 characters or 16 character position title name come from the following list:

| Term | Abbreviation |
|----------------------------|--------------|
| Aboriginal Health Worker | AHW |
| Community | Comm |
| Liaison | Lia |
| Officer | Off |
| Diversion | Div |
| Coordinator | Coord |
| Health | Hlth |
| Junior | Jnr |
| Senior | Snr |
| Aboriginal Liaison Officer | ALO |
| Aboriginal health | AH |
| Practitioner | Prac |
| Professional | Pro |
| Promotion | Prom |
| Driver | Driv |
| Worker | Work |
| Project | Proj |
| Grandmother | GM |
| Aboriginal Mental Health | AMH |
| Assistant | Assist |
| Services | Serv |
| Support | Supp |
| Welfare | Wel |

| | |
|----------------------|--------|
| Strategy | Strat |
| Manager | Mgr |
| Environmental | Env |
| Program | Prog |
| Workforce | WF |
| Aboriginal Workforce | AWF |
| Consultant | Cons |
| Regional | Reg |
| Mental Health | MH |
| Employment | Employ |