

ROLE DESCRIPTION

Role Title:	Senior Project Officer Bushfire Mental Health Project
Classification Code:	ASO6
Agency:	Wellbeing SA
Directorate:	Mental Health and Wellbeing Directorate
Team:	Planning and Strategic Partnerships
Role reports to:	Principal Partnerships Officer Bushfire Mental Health Project
Role Created/ Reviewed Date:	June 2020 / March 2022
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Mental Health and Wellbeing Directorate of Wellbeing SA has been funded to provide targeted support and skills building to communities impacted by bushfires in 2019-2020 in the geographical areas of Yorketown, Kangaroo Island and Cudlee Creek. The directorate will assist these communities to strengthen their mental health, resilience and wellbeing.

The key objective of this role is to undertake monitoring and evaluation of project activities and outcomes relating to the medium and long term mental health and wellbeing of the communities in bushfire affected areas. This role will also develop awareness of and relationships with other government, non-government and philanthropic agencies undertaking monitoring and evaluation activity in bushfire affected communities in SA.

The directorate works from a preventative perspective – aiming to provide whole of population services to bushfire affected communities in order to reduce the incidence, prevalence, and recurrence of mental health issues and their associated impacts. Preventive interventions are based on strengthening the coping mechanisms of individuals and communities as a whole.

Direct Reports:

Not applicable

Key Relationships/ Interactions:

Internal

- > Maintains close and effective team work relationships with staff of the Mental Health and Wellbeing Directorate
- > Builds and maintains close and effective working relationships with staff of Wellbeing SA

External

- > Department of Health and Wellbeing
- > Department of Human Services
- > Department of the Premier and Cabinet
- > Government, non-government organisations and philanthropic bodies working in bushfire impacted areas
- > Lived experience leaders and stakeholders
- > SA Mental Health Commissioners and state and national mental health commissions
- > Mental health or emergency/disaster response related Boards, research bodies, advisory councils etc

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Coordinating evaluation and monitoring activities with other teams within Wellbeing SA and a range of other organisations working and delivering services in bushfire impacted areas to reduce duplication and develop shared plans
- > Ensuring the voices and experiences of people living in bushfire impacted areas directly inform monitoring and evaluation of activities and outcomes undertaken by the bushfire mental health project

Delegations:

Not applicable

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Monitoring and reporting	<ul style="list-style-type: none">> Collaboratively develop monitoring and reporting templates for the Bushfire Mental Health Project> Support staff and partners to understand and effectively complete monitoring and reporting templates for the project> Ensure monitoring/reporting requirements within Wellbeing SA and SA Government (including the Department of the Premier and Cabinet) are> Continuous improvement of monitoring/reporting approaches based on feedback> Prepare ad hoc reports for key stakeholders on project progress, as required

<p>Evaluation support</p>	<ul style="list-style-type: none"> > Work in partnership to collaboratively develop of an Evaluation Plan for the Bushfire Mental Health Project > Collaboratively design approaches to implement the project's Evaluation Plan > Coordinate input from a range of internal and external stakeholders to inform development of the project's evaluation reports for internal and external audiences
<p>Relationships and stakeholders</p>	<ul style="list-style-type: none"> > Building sound relationships and partnerships with evaluation and/or monitoring leads in other organisations working in bushfire impacted areas, including government, non-government, philanthropic and research bodies > Working in partnership with Wellbeing SA's data, monitoring and evaluation experts > Identifying and meeting the expectations of bodies that the Bushfire Mental Health Project must report to

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > High level research and data analysis skills
- > Demonstrated ability to solve complex problems and be adaptive and flexible in a team environment, within broadly defined policies and objectives
- > Strong organisational and time management skills
- > Sound oral and written communication skills and the proven ability to communicate successfully with a broad range of people including community members, Executives and Managers in government and non-government organisations, experts in their field and all stakeholders
- > Sound computer literacy and high level skills in using the Microsoft Office suite of products

Experience:

- > Experience developing and implementing monitoring and/or evaluation approaches for projects being delivered in community settings

Knowledge:

- > Sound knowledge of emerging trends and policy directions in mental health and wellbeing and disaster recovery, both nationally and internationally

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > A tertiary qualification in Social Sciences, Economics, Health, Arts, Politics or relevant field
- > Appropriate training or qualifications relating to evaluation and monitoring

Personal Abilities/Aptitudes/Skills:

- > Experience representing an organisation effectively and influencing the agenda of local community, state-wide and / or national forums

Experience:

- > Sound experience meeting government reporting obligations using a range of different monitoring templates and approaches
- > Lived experience of mental health issues as a consumer, carer or family member and/or lived experience of disaster recovery as a community member

Knowledge:

- > Sound understanding of South Australian government policies and procedures
- > Sound understanding of the operations and nuances of government relations

Special Conditions:

- > It is mandatory that no person, whether or not already working in Wellbeing SA, may be appointed to a position in Wellbeing SA unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

General Requirements:

All Wellbeing SA staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all Wellbeing SA practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the Public Sector values and strategic directions of Wellbeing SA.

Handling of Official Information:

By virtue of their duties, Wellbeing SA employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Wellbeing SA employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

Wellbeing SA employees will not misuse information gained in their official capacity.

Wellbeing SA employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

Wellbeing SA has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines regarding acceptable workplace behaviour.

Resilience:

Wellbeing SA employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Established as an attached office to the Department for Health and Wellbeing, Wellbeing SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease. Using a population health approach, Wellbeing SA will lead community-wide action on the determinants and risk factors of good health and wellbeing and models for care in the community.

Wellbeing SA will:

- Lead – provide system leadership in prevention, the collection and use of data and evidence to inform practice and out of hospital strategies and services.
- Commission – fund approaches and services for prevention, health promotion and hospital avoidance.
- Partner – work collaboratively with community and stakeholders to impact health and wellbeing and coordination of care.

- Deliver – support the implementation of evidence-based approaches for health promotion and integrated community-based health care.
- Prioritise – focus on priority settings and priority population groups who experience poorer health outcomes and are at higher risk of preventable hospital admissions.

Our Legal Entities:

Wellbeing SA has been proclaimed as an attached office to the Department for Health and Wellbeing, under the *Public Sector Act 2009*. The Chief Executive Wellbeing SA is responsible to the Minister for Health and Wellbeing.

Wellbeing SA works with other legal entities of SA Health including (but not limited to) Local Health Networks and SA Ambulance Service Inc.

Wellbeing SA Challenges:

South Australians generally experience good health and wellbeing with one of the safest and most advanced health systems in the world. However, like the rest of Australia and many other countries, South Australia is faced with significant challenges with an increasing and changing burden of disease and increasing health system demand, which has resulted in high utilisation of hospital services and rising health care costs.

Wellbeing SA has been established to deliver a renewed focus and action on prevention in South Australia and a broad understanding of wellbeing. The Wellbeing SA Strategic Plan 2020-2025 outlines the long term vision to create a balanced health and wellbeing system that supports improved physical, mental and social wellbeing for all South Australians. The agency goal for the first five years is to lead the system change required to support health and wellbeing and embed prevention across the life course.

Directorates:

The **Prevention and Population Health** Directorate works to build better health outcomes and avoid or defer the onset of preventable disease and disabilities using population data and best-practice to develop evidence-based prevention and health promotion strategies.

The **Integrated Care Systems** Directorate works across the health system to build innovative, evidence informed and integrated care and partnerships to deliver improved health outcomes for South Australians.

The **Mental Health and Wellbeing** Directorate works to strengthen and support the mental health and wellbeing of South Australians. It also supports the three Mental Health Commissioners in their work to implement the South Australian Mental Health Strategic Plan 2017-2022.

Values

South Australian Public Sector Values

The public sector values have been developed to make it easier for us to work together by forming a culture and a vision that we all share.

- > Service – we proudly serve the community and Government of South Australia
- > Professionalism – we strive for excellence
- > Trust – we have confidence in the ability of others
- > Respect – we value every individual
- > Collaboration and engagement – we create solutions together
- > Honesty and Integrity – we act truthfully, consistently and, fairly
- > Courage and tenacity – we never give up
- > Sustainability – we work to get the best results for current and future generations of South Australians

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with the role, the organisational context and the values as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	06/2020		Original version
V2	03/2022		