



SA Health Job Pack

Job Title	Project Officer - Research Borderline Personality Disorder Collaborative
Eligibility	Open to Everyone
Job Number	719767
Applications Closing Date	17 July 2020
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Mental Health Service - Borderline Personality Disorder Collaborative
Location	Preferred location is Unley however other locations across SA Regional LHNs may be considered
Classification	ASO4
Job Status	Temporary Part-time position working 18.75 hours per week up to 30/6/2021
Total Indicative Remuneration	\$79,954 - \$83,765 p.a. (pro-rata)

Contact Details

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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check - **DHS**
- Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- Disability Services Employment Screening - **DHS**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
 - ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.
- * Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
 - Information for Applicants
 - Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Project Officer - Research
Classification Code:	AS04
LHN/ HN/ SAAS/ DHA:	Barossa Hills Fleurieu Local Health Network
Hospital / Service / Cluster / RSS	Mental Health (MH)
Division:	Mental Health (MH)
Department/Section / Unit/ Ward:	Borderline Personality Disorder Collaborative
Role reports to:	Principal Project Manager
Role Created/ Reviewed Date:	January 2020
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	<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 Project Officer, Borderline Personality Disorder Collaborative (BPD Co) Will develop, coordinate and implement research activities under the direction of the Senior Research/Project Officer.

The project officer will form part of the multi-disciplinary team and will play a key role in the planning and implementation of an integrated research and evaluation program. The project officer will liaise with a range of professionals, services and client groups, and be responsible for drafting reports, supporting dissemination of information through publications and conference papers and support BPD Co in the development of research directions into Borderline Personality Disorder.

The Project Officer works independently by applying knowledge and experience enabling BPD Co to meet its objectives and strategic directions.

Key Relationships/ Interactions:

Internal

- > Reports operationally to the Principal Project Manager.
- > Develops and maintains cooperative and productive working relationships with Clinical Lead-Research, Clinical Seniors/Nurse Consultants, Mental Health Executive, Team Managers and Community Mental Health teams, Mental Health service carers and consumers.
- > Maintains working relationships with administration and other project staff as well as senior clinicians; managers and MH Senior Executive.

External

- > As required, liaises with members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working in a professional manner at all times to support the maintenance of a positive image for Borderline Personality Disorder Collaborative, influences the development and fostering of effective internal and external partnerships and relationships, and ensures best quality and continual improvement of consumer care.
- > Establishing and maintaining positive collaborative relationships with the BPD community, carer representative bodies, non-government mental health organisations, LHNs and other service providers for people living with BPD.
- > Utilising modern and effective communication methods to actively engage and participate with members across Barossa Hills Fleurieu Local Health Network (BHFLHN) and SA Health.
- > Working in and/or with people from diverse communities including metropolitan, rural, remote and / or very remote country locations, Aboriginal communities, early years and new parents, young people or people with BPD and involvement with the criminal justice system.

Delegations:

- > Nil

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & 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 SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

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

SA Health 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.

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

SA Health 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:

SA Health 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 issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

Barossa Hills Fleurieu LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace Barossa Hills Fleurieu LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.

- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Research evaluation activities	<ul style="list-style-type: none"> > Ensure the coordination of evaluation and research activities informed by literature searches and reviews, and ongoing interaction with specialist eating disorder researchers both domestically and internationally. > Participate in interview and questionnaire development, conducting interviews, administering surveys and/or coordinating focus groups. > Assist in the development of ethics applications for data that will be reported in peer-reviewed publications. > Assist in the development of applications for grant funding from appropriate granting bodies. > Be responsible for data entry and management, and to assist with the analysis of the data generated. > Ensure all aspects of evaluation are conducted as described in the agreed project documentation(s). > Assist to plan, develop and implement specific outcome measures across the service. > Undertake analysis and research as determined by the MH Leadership group, manager and/or Project Sponsor. > Determine risk mitigation strategies if appropriate. > Report to Project Sponsor, relevant steering committees, advisory committees or working parties as required. > Collaborate with relevant staff and managers as required.
Contribute to maintenance of accurate and complete documentation	<ul style="list-style-type: none"> > Undertake maintenance of accurate and complete documentation, including but not limited to regulatory documents, signed informed consent forms, relevant HREC approvals, source documentation, interviews and questionnaire responses and other study-related communications. > Assist in the presentation and preparation of research presentations and publications. This will include the preparation of tables, graphs, fact sheets and other written reports which summarise research results, as well as the analysis of data using a variety of statistical approaches. > Provide effective and timely information as requested such as analysing data to identify trends in target groups / areas / health issues. > Assist to develop and document guidelines, protocols, standards, processes and/or procedures. > Provide effective and timely information as required to stakeholders including MH Leadership, senior clinicians and managers. > Determine methods, develop tools and processes to identify risks relevant to the project and/or program.
Coordinating and/or undertaking a range of administrative and project related services	<ul style="list-style-type: none"> > Ensure updated information is maintained and accessible to all MH staff. > Assist with implementation and maintenance of systems for data and file management. > Contribute to sourcing appropriate and accurate data (e.g. consumer and/or service delivery) for use within the project. > Produce project reports, briefings and professional correspondence in relation to specific projects. > Providing executive officer support to working parties / committees / advisory groups. > Take minutes and contribute to the preparation of agenda items reports, briefing material and correspondence.

	<ul style="list-style-type: none"> > Establish relevant contact lists, assist and/or create appropriate communication strategies.
Contribute to the development of policies, systems, procedures or protocols	<ul style="list-style-type: none"> > Create appropriate documentation to implement project outcomes. > Review current policies and procedures and update as required. > Support and promote continuous improvement in best practice models for service delivery in the LHN. > Actively participate in the development and implementation of strategies and business plans relevant to the LHN's and MH Strategic and Operational Plans.
Manage the consultation process with stakeholders	<ul style="list-style-type: none"> > Identify the stakeholders and coordinate their involvement. > Coordinate appropriate consultation processes e.g. meetings, working parties, surveys etc. > Ensure stakeholders fully understand project scope and objectives and are engaged in the process. > Respond to issues raised by stakeholders. > Prepare communiqués as required. > Provide feedback and ensure outcomes satisfy those involved. > Identify opportunities for collaborative ventures to build program capacity and enhance impact.
Contribute to the understanding and application of SA Health policies and procedures	<ul style="list-style-type: none"> > Support values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State. > Ensure the needs of all cultures are met through the provision of appropriate services. > Ensure compliance with relevant law and South Australian Government and SA Health policies. > Assist with and support any internal or external audit processes.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Possess high level of interpersonal, written and verbal communication, presentation and negotiation skills.
- > Proven ability to analyse, plan, organise and manage projects and work with senior management and consumers to create successful outcomes.
- > Ability to engage respectfully with people from varying cultural backgrounds, including Aboriginal and Torres Strait Islanders.
- > Ability to handle high volumes of work, manage internal and external timelines and set priorities.
- > Demonstrated ability to work independently with limited direction or supervision.
- > Demonstrated ability in handling sensitive and confidential matters.
- > Proven ability to use initiative and work collaboratively with a range of stakeholders to resolve complex issues in an innovative and creative way.

Experience

- > Experience in research design, management and data analysis
- > Experience in the use and maintenance of data collections using database and statistical packages
- > Experience in completing administrative tasks under minimal supervision
- > Experience in preparing and presenting the findings of applied research
- > Experience in computing skills, including email and word processing
- > Experience working within a team environment, in a flexible and adaptable manner, to achieve team goals and contribute ideas and suggestions.
- > Experience in working with stakeholders and in partnership with government agencies and community groups to deliver mutual outcomes.

Knowledge

- > Knowledge of project planning and management, research methodologies and evaluation processes.
- > A sound working knowledge of software packages used for data collection, communication, information analysis and reporting.
- > Knowledge of the role and function of the SA Health or regional Local Health Networks.
- > Knowledge of Public Sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Occupational, Health, Safety and Welfare.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Relevant tertiary qualifications in project management, business, management, health or community services.

Personal Abilities/Aptitudes/Skills:

- > High level skills in utilising IT solutions for data collection and/or data verification and audit.

Experience

- > Experience working within a mental health or healthcare setting.

Knowledge

- > Knowledge of any Commonwealth or State priority areas for mental health.
- > Knowledge of the Mental Health Act.
- > Knowledge of Commonwealth funding mechanisms.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

BHFLHN oversees the rural public health system in the Barossa Hills Fleurieu region. The Vision of BHFLHN is to transform health care and actively deliver health benefits so that rural and remote South Australians live healthy lives. Within this broader context, the mission of BHFLHN is to:

- > Support South Australians in the Barossa Hills Fleurieu to be healthy;
- > Commit to partnering with individuals, communities and staff to deliver high quality, high value health care that enhances the lived experience of rural and remote South Australians and their cares and families; and
- > Commit to enhancing the satisfaction, and promoting the talent, of its workforce.

BHFLHN MHS' mission is "To be a flourishing mental health service that impacts meaningfully and positively on the communities it serves". Within this context, there are 5 key goals that support the achievement of the Directorate's vision of "Transforming health care and actively delivering health benefit." These are to achieve:

- > Effective, appropriate and sustainable mental health services;
- > Access to empowering and appropriate mental health services;
- > An appropriate, skilled and well supported mental health workforce;
- > Collaborative and research based mental health service planning and policy development; and
- > Strong leadership through governance, transparency and accountability.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: