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## SA Health Job Pack

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Job Title</b>                 | Manager, Asset Strategy             |
| <b>Eligibility</b>               | Open to Everyone                    |
| <b>Job Number</b>                | 705601                              |
| <b>Applications Closing Date</b> | 28 February 2020                    |
| <b>Region / Division</b>         | Department for Health and Wellbeing |
| <b>Health Service</b>            | Infrastructure                      |
| <b>Location</b>                  | Adelaide CBD                        |
| <b>Classification</b>            | ASO8                                |
| <b>Job Status</b>                | Full Time / Ongoing Appointment     |
| <b>Salary</b>                    | \$114,105-\$118,413                 |

## Contact Details

|                       |                             |
|-----------------------|-----------------------------|
| <b>Full name</b>      | Anne-Louise Smith           |
| <b>Position Title</b> | Director, SABME             |
| <b>Phone number</b>   | 8463 6166                   |
| <b>Email address</b>  | Anne-Louise.Smith@sa.gov.au |

## 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 Screening - <b>DHS</b>                | <b>No</b>  |
| Vulnerable Person-Related Employment Screening - <b>NPC</b> | <b>No</b>  |
| Aged Care Sector Employment Screening - <b>NPC</b>          | <b>No</b>  |
| General Employment Probity Check - <b>NPC</b>               | <b>Yes</b> |

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

## Immunisation Risk Category

**Category C (minimal patient contact)**

## Salary

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

|   |  |
|---|--|
| <b>Role Title:</b>                              | Manager Asset Strategy   |
| <b>Classification Code:</b>                     | ASO8   |
| <b>LHN/ HN/ SAAS/ DHW:</b>                      | Department for Health and Wellbeing (DHW)  |
| <b>Hospital/ Service/ Cluster:</b>              |  |
| <b>Division:</b>                                | Corporate and System Support Services  |
| <b>Department/Section / Unit/ Ward:</b>         | Infrastructure   |
| <b>Role reports to:</b>                         | Manager, Capital Planning & Evaluation   |
| <b>Role Created/ Reviewed Date:</b>             | 30/10/2019   |
| <b>Criminal and Relevant History Screening:</b> | <input type="checkbox"/> Aged (NPC)<br><input type="checkbox"/> Working With Children's Check (WWCC) (DHS)<br><input type="checkbox"/> Vulnerable (NPC)<br><input checked="" type="checkbox"/> General Probity (NPC)                                   |
| <b>Immunisation Risk Category Requirements:</b> | <input type="checkbox"/> Category A (direct contact with blood or body substances)<br><input type="checkbox"/> Category B (indirect contact with blood or body substances)<br><input checked="" type="checkbox"/> Category C (minimal patient contact) |

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Manager Asset Strategy is responsible for leading strategic asset management processes across the SA Health infrastructure and clinical service/administration property portfolio. In particular to provide expertise to identify, develop, implement and manage asset strategies, asset risk management processes, and land and building renewal strategies.
- > The Manager Asset Strategy will:
  - o Establish policy, guidelines on strategic asset management and efficient utilisation of assets.
  - o Provide advice to Local Health Networks (LHN) on the development of LHN strategic infrastructure plans and prepare and maintain departmental strategic infrastructure planning/policy documentation
  - o Ensure robust whole of department asset data / information, leading and working closely with the Strategic Property and Facility Consultant (AGFMA) and Asset Information Administrator to progress and execute initiatives that align with departmental strategic objectives.

### Direct Reports:

- > AS07 Strategic Property and Facility Consultant (AGFMA)
- > AS05 Strategic Asset Information Administrator

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Manager Capital Planning & Evaluation, Infrastructure and will maintain close working relationships with the leadership team and staff in the Infrastructure Directorate.
- > The Manager Asset Strategy will provide leadership to the asset strategy team with the ASO7 Strategic Asset Consultant and ASO5 Strategic Asset Information Administrator.
- > The Manager Asset Strategy will frequently liaise with a broad range of staff across the SA Health portfolio including the Local Health Network Leadership Teams, Procurement and Supply Chain Branch and Risk Assurance Services.
- > The Manager Asset Strategy may provide representation on high level committees both internally and across government.

#### External

- > Other government departments and agencies including Department of Planning, Transport and Infrastructure, Auditor General's, Department of Treasury and Finance, and external stakeholders as required.

### Challenges associated with Role:

Major challenges associated with the role include:

- > Managing complex sets of information, strategic asset projects and timely analysis / advice / executive reporting in relation to a significant asset portfolio in a complex government department environment undergoing transformational change in a political landscape.
- > Provision of robust and soundly derived data and critical thinking to capture strategic needs and financial options to enable highest and best outcomes for forward asset strategy.
- > Gaining robust site and facility knowledge of a significant and complex property portfolio to provide expert advice on implications and planning for forward asset strategy
- > Critical timeframes for successful completion of role deliverables are tightly determined in line with announced projects. There is a strong need to effectively manage stakeholder and political expectations through diplomatic consultation across clinical Local Health Network staff, members of Public and departmental Executive.
- > Ensure robust and soundly derived data and critical thinking captures strategic needs and financial options for strategic asset issues resulting in sound recommendations for highest and best outcomes.

### Delegations:

- > N/A

## Key Result Area and Responsibilities

| Key Result Areas                                  | Major Responsibilities   |
|---|--|
| Strategic Thinking                                | <ul style="list-style-type: none"> <li>&gt; Provides strategic and expert advice to address risks, financial implications and recommendations for resolution of complex asset strategy issues.</li> <li>&gt; Resolve complex issues with innovative solutions that are consistent with Agency objectives.</li> </ul>   |
| Leadership – Strategic Asset Management Processes | <ul style="list-style-type: none"> <li>&gt; Oversee the preparation of strategic asset / forward strategic infrastructure management plans across SA Health.</li> <li>&gt; Provide leadership in influencing the adoption of strategic asset management principles by health managers.</li> <li>&gt; Lead, where required, high level research and analysis of strategic infrastructure issues.</li> </ul>   |
| Delivering Effective Outcomes                     | <ul style="list-style-type: none"> <li>&gt; Provide expert advice to senior management and external stakeholders regarding current and future strategic proposals and potential implications to agency policies and strategic plans.</li> <li>&gt; Demonstrates comprehensive knowledge of corporate governance, financial and workforce management principles, and experience in integrating technical expertise to deliver business unit outcomes, paying heed to economic and commercial considerations.</li> <li>&gt; Ensure a robust minimum property dataset exists for all physical property assets through DPTI's Building Management Strategic Asset Management Information System (SAMIS) and is regularly updated across all SA Health owned and leased sites, with no data being more than 5 years old.</li> </ul> |
| Consultation, Customer Service and Interaction    | <ul style="list-style-type: none"> <li>&gt; Consult with DPTI and other relevant government agencies to identify initiatives, regulatory requirements and other developments likely to impact on portfolio asset management (e.g. Government Management Framework, Strategic Asset Management Framework, SAMIS, spatial information project, etc.).</li> <li>&gt; Represents the views of the department on forums and committees.</li> <li>&gt; Establish and maintain extensive and effective networks across the SA Health portfolio, and working collaboratively with a diverse range of internal and external stakeholders for the benefit of the Agency.</li> <li>&gt; Share knowledge and information with peers to ensure the customer experience is of the highest standard consistently.</li> </ul>                  |

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

**Educational/Vocational Qualifications:** Nil

#### **Personal Abilities/Aptitudes/Skills:**

- > Proven capabilities to build and maintain effective working relationships across a diverse range of internal and external stakeholders.
- > Demonstrated ability to work under pressure, identify and clearly articulate priorities, manage a diverse workload and exercise effective time management over a range of activities to meet deadlines.
- > Demonstrated strategic, conceptual and analytical skills
- > Excellent time management, planning, financial, administrative skills and computer skills.
- > Proven ability to develop and articulate goals, objectives, priorities and strategies which recognise critical organisational priorities in the context of resource constraints and a continually changing social, economic and political environment.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

#### **Experience:**

- > Partnering with health service senior management and their associated teams to deliver effective strategic asset management solutions.
- > Experience in the delivery of successful project outcomes in a complex environment.
- > Demonstrated ability to work under limited direction in initiating, planning and delivering significant programs of work.
- > Experience in asset management and decision-making including capital investment, risk management, operations, maintenance, service level planning, life-cycle cost and value optimisation.
- > Demonstrated experience in interpreting, reviewing and implementing policy instructions and providing expert advisory and consultation services at a senior level.
- > Experience in research, collection, manipulation and analysis of both quantitative and qualitative data and the presentation of data for use by a wide variety of audiences, including large group presentations.

#### **Knowledge:**

- > Comprehensive knowledge and understanding of government asset principles, techniques and practices. Understanding of current and emerging asset management policies and principles and directions.

### **DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications:**

- > Appropriate tertiary qualifications.

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to work effectively and with integrity within a politically sensitive environment.
- > Ability to make sound and timely decisions taking into account environmental factors and client and stakeholders needs

#### **Experience:**

- > Demonstrated experience in strategic and business planning, reporting and feasibility analysis.
- > Experience in apply project management skills which result in projects being completed successfully on a timely basis.

#### **Knowledge:**

- > Understanding of current and emerging asset management policies and principles and directions.

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the 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.
- > 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 at incumbent may be required to participate in Counter Disaster activities including attendance, as required, training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and 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.
- > 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.



**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 SA Health values and strategic directions.

**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.

**Resilience:**

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

## 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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

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

### 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:

Infrastructure is part of the Corporate and System Support Services Division within the Department for Health and Wellbeing. Infrastructure contributes to the delivery of a safe, efficient, effective and environmentally sustainable public health system by planning for, delivering and sustaining infrastructure to meet the needs of clients in SA Health and the Department for Health and Wellbeing.

Infrastructure includes Capital Planning and Evaluation; Capital Projects; Program Office; Properties and Security and SA BME Corporate.

## 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.

## Approvals

### Role Description Approval

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

**Name:** Brendan Hewitt

**Role Title:** Executive Director, Infrastructure

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

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

**Name:**

**Signature:**

**Date:**