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## SA Health Job Pack

Job Title	Director, Aboriginal Health
Eligibility	Open to Everyone
Job Number	731305
Applications Closing Date	2 August 2020
Region / Division	Yorke and Northern Local Health Network
Health Service	Aboriginal Health
Location	Port Pirie
Classification	ASO7
Job Status	Ongoing Full Time Appointment
Total Indicative Remuneration	\$112,502 - \$121,533 pa

## Contact Details

Full name	Melissa Koch
Phone number	8638 4505
Email address	Melissa.Koch@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 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](http://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

<b>Role Title:</b>	Director Aboriginal Health
<b>Classification Code:</b>	ASO7
<b>LHN/ HN/ SAAS/ DHA:</b>	<input type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input checked="" type="checkbox"/> Yorke and Northern Local Health Network
<b>Hospital / Service / RSS</b>	Community and Allied Health
<b>Division:</b>	Aboriginal Health
<b>Department/Section / Unit/ Ward:</b>	Aboriginal Health
<b>Role reports to:</b>	Chief Executive Officer, Yorke and Northern Local Health Network
<b>Role Created/ Reviewed Date:</b>	May 2019 / June 2020
<b>Criminal History Clearance Requirements:</b>	<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
<b>Immunisation Risk Category</b>	<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 Director Aboriginal Health is accountable to the Chief Executive Officer, Yorke and Northern Local Health Network for initiating, planning, implementing, coordinating and delivering Aboriginal Health programs across the Local Health Network and providing high-level strategic leadership in expanding concepts and programs throughout.

The incumbent is required to provide expert analysis of diverse data sources and undertake research in order to develop policies, plans, structures and projects that impact on service delivery within rural and remote South Australia.

The Director Aboriginal Health is required to represent the Local Health Network at a range of forums, meetings and consultative groups.

### Direct Reports:

> Aboriginal Health Project Officer.

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Chief Executive Officer, Local Health Network (LHN).
- > Works closely with the Chief Executive Officer, and Executive Team.
- > Close working relationship with regional LHN Directors Aboriginal Health and the Director Aboriginal Health (Department for Health & Wellbeing).
- > Participates as a member of a small team.
- > Maintains effective relationships with employees.

#### External

- > Local and state forums, consultation group and community organisations.
- > Local Aboriginal communities, Elders and emerging community leaders.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ensuring the Aboriginal Health is paramount to all services throughout the Local Health Network;
- > Ensuring a high level of strategic planning for the health service.
- > Ensuring development of strategies to ensure cultural competence of services.

### Delegations:

- > As per the LHN Human Resource Delegations and Authorisations and the LHN Financial Delegations.

### 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, 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*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)*
- > *Children's Protection Act 1993 (Cth) – '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.

### **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:**

Yorke & Northern Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Yorke & Northern Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

### **Special Conditions:**

- > In accordance with Sections 52(1) and 103 of the Equal Opportunity Act 1984 only applicants of Aboriginal or Torres Strait Islander descent may apply.
- > 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.
- > Current Drivers Licence and willingness to drive is essential.
- > Some out of hours work may be required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>High level strategic leadership</b></p>	<p>Initiate, plan, implement, coordinate and deliver Aboriginal Health programs across the Local Health Network by:</p> <ul style="list-style-type: none"> <li>&gt; Engaging key stakeholders' participation in the development of alternative service delivery models and modification of existing programs and services;</li> <li>&gt; Development of a framework for such programs, service delivery models and services;</li> <li>&gt; Developing and maintaining relationships with health services and key partners in the geographic area such as Divisions of General Practice, non-Government organisations, other service agencies, clinical groups and advisory groups as appropriate;</li> <li>&gt; Developing business cases in conjunction with the Chief Executive Officer other Senior Managers across the LHN based on strategic framework;</li> <li>&gt; Leading the strategic planning process, developing and implementing programs and projects and leading service delivery changes in order to achieve goals;</li> <li>&gt; Promoting opportunities for service integration and strengthened primary health care approaches within Aboriginal Health; and</li> <li>&gt; Ensuring evaluation of all programs are presented to the Chief Executive Officer and the leadership team.</li> </ul>
<p><b>Increase Aboriginal workforce</b></p>	<p>Contribute to the development and implementation of strategies to increase the Aboriginal workforce by:</p> <ul style="list-style-type: none"> <li>&gt; Providing expert analysis of diverse data sources and advising on the implications and direction required in the area of Aboriginal Health to facilitate service improvement, development and delivery;</li> <li>&gt; Undertaking relevant research on policies, plans, populations and legislation that impacts on service delivery;</li> <li>&gt; Undertaking population profiling and forecasting as a basis for expanding concepts and programs throughout the LHN; and</li> <li>&gt; Preparing and presenting a range of reports, statistical data and concepts.</li> </ul>
<p><b>High quality patient care.</b></p>	<p>Provide the necessary direction to the health units and assist the organisations overall primary objective for the provision of high quality patient care by:</p> <ul style="list-style-type: none"> <li>&gt; Utilise highly developed and effective interpersonal and communication skills in interacting with service providers, Aboriginal groups/councils, health units and other stakeholders in the provision of information and advice;</li> <li>&gt; Ensure consultation and maintenance of efficient networks between service providers (including hospital services) delivering services to Aboriginal people and communities by maintaining involvement in relevant working parties and committees and establishing links, which facilitate improved health outcomes; and</li> <li>&gt; Evaluate the impact of strategies by monitoring admission and discharge data and preparing reports for the Chief Executive Officer and the leadership team.</li> </ul>

<b>Performance improvement</b>	<p>Contribute to the overall efficiency and lead performance improvement of the region by:</p> <ul style="list-style-type: none"> <li>&gt; Analysing the financial and human resources of services/programs and providing recommendations to the Chief Executive Officer on the best strategies to ensure funds are used to address identified areas of need within Aboriginal health; and</li> <li>&gt; Providing advice and coordination to leadership members across the LHN to address Aboriginal Health.</li> </ul>
<b>Team Leadership and Management</b>	<p>Lead, manage, motivate and inspire team members to achieve excellence in service provision by:</p> <ul style="list-style-type: none"> <li>&gt; Providing leadership and support in strategic and operational decision making;</li> <li>&gt; Building the capacity of the team by coaching, supporting and developing members;</li> <li>&gt; Fostering a positive culture and safe working environment;</li> <li>&gt; Collaborating, and consulting with relevant stakeholders to ensure that reports, information and analysis is available and appropriate to support business decisions;</li> <li>&gt; Identifying, organising and leading effective networks and groups, and appropriate training and development activities;</li> <li>&gt; Ensuring the effective management of human, financial and physical resources within scope of delegation / responsibility through contributing to budget preparation; and</li> <li>&gt; Monitoring and reporting on, and ensuring the appropriate planning and management of, allocated resources to achieve agreed business objectives and supporting portfolio leads to realise impacts and take action to support the outcomes.</li> </ul>



## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### **Educational/Vocational Qualifications:**

- > Nil

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

The incumbent is required to demonstrate the ability to:

- > Provide high level of analytical skills, both quantitative and qualitative, including the interpretation of diverse data sources in relation to health unit performance management.
- > Analyse and conceptualise problems, formulate and execute appropriate solutions, negotiate successful outcomes in an innovative and resourceful manner.
- > Provide high level communication and report writing skills for a broad range of audiences including senior executives, health professionals and consumers.
- > Possess initiative, problem solving and time management skills and to meet work to deadlines.
- > Work with people and to develop trusting relationships and respect that will encourage cooperation and support.
- > Promote and develop services that reflect the culturally diverse nature of the community.
- > Achieve change and improvements in Aboriginal Health outcomes.

#### **Experience:**

The incumbent is required to demonstrate proven experience in:

- > Working with various committees, special interest groups and community groups.
- > Preparation of significant reports and briefing papers.
- > A range of projects involving both collaborative work and individual effort.
- > Managing change, increasing the effectiveness and accountability of organisation and/or services and programs.
- > A multidisciplinary organisation in policy, strategic planning and program development in a health related service area
- > South Australian based Aboriginal Health Services and South Australian mainstream health services.

#### **Knowledge:**

The incumbent is required to:

- > Possess an understanding of Aboriginal people and factors that impact on their health and well-being.
- > Understand the South Australian health system, government accountability, risk management in the public health system and its operations
- > Understand population health approaches, primary health care principles and social determinants of health and the implications for health service design and delivery
- > Demonstrated knowledge of the SA Health Aboriginal Workforce Framework and SA Health Aboriginal Cultural Learning Framework.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications:**

- > A relevant tertiary qualification in health or business related disciplines.

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

#### **Experience:**

- > Developing business cases.
- > Program and policy development.

#### **Knowledge:**

- > Information systems relevant to a Health Service.

## **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, Country Health SA 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:**

## 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:**