





SA Health Job Pack

Job Title	Director and Strategic Advisor
Eligibility	Open to All
Job Number	719407
Applications Closing Date	Saturday, 4 April 2020
Region / Division	Department for Health and Wellbeing
Health Service	Clinical Collaborative, Allied and Scientific Health Office
Location	Adelaide
Classification	AHP5
Job Status	Full Time / Term Contract (up to 19 February 2021)
Salary	\$118,183-\$129,288

Contact Details

Full name	Josie Vella
Position Title	Project Administrative Assistant
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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 Screening - DHS	No
Vulnerable Person-Related Employment Screening - NPC	No
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	Yes

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

Role Title:	Director and Strategic Advisor, Allied and Scientific Health
Classification Code:	AHP 5
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	
Division:	System Leadership and Design
Department/Section / Unit/ Ward:	Clinical Collaborative, Allied and Scientific Health Office
Role reports to:	Chief Allied and Scientific Health Officer
Role Created/ Reviewed Date:	February 2020
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:

- > Lead, develop and direct the strategic workforce and professional advice program of projects within scope for the Allied and Scientific Health Office. This includes the delivery of project outcomes, program evaluations and communication of these and additional benefits with internal and external partners at the state, national and international levels across the allied and scientific health professions.

Direct Reports:

- > Allied Health Professionals Professional Development Reimbursement Program (AHP+) team
- > Senior Project Manager System Reform
- > Senior Project Manager Performance Reporting
- > Senior Project Manager Clinical Reform

Key Relationships/ Interactions:

Internal

The role directly reports to and supports the Chief Allied and Scientific Health Officer (CASHO). The role leads and manages the AHP+ PDRP and Allied and Scientific Health Office (ASHO) project groups. Frequent communication and collaboration occurs with other Allied and Scientific Health line managers and the SA Health Professional Advisory Groups to discuss strategic workforce issues, directions and resources. Frequent liaison also occurs with other departments within and across the DHW divisions. More specifically the incumbent has responsibility for the portfolios of:

- Leading system-wide credentialing, supervision, access appointments and associated Enterprise Agreement processes
- Leading continuation of a range of Professional Development and mentoring opportunities, including delivery of the AHP+ PDRP program
- Directing the State-wide Advisory Groups to achieve profession-specific initiatives, provide strategic

advice and contribute to service delivery engagement processes

- Lead and foster systemwide opportunities for allied health clinical translation to practice research include seed funding, research collaboration, journal clubs and the biennial research forum
- Lead, develop and deliver on the ASHO and AHP+ teams and their respective accountabilities
- Lead contributor to Ministerial and other State or Federal reporting requirements
- Committee membership, engagement or Chair responsibilities including Allied Health Executive, Office for Professional Leadership and Allied Health Professional Associations
- Completion of HR functions including e-Recruitment, Basware, performance management and acting in higher duties.

External

- The role has national committee responsibilities with across government, private health, tertiary education and union meetings on a regular basis.
- The role builds and maintain partnerships with multiple agencies and individuals, with consideration for multiple drivers required for specific projects and deliverables

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Leading and directing the development of solutions for:
 - workforce management issue
 - professional practice including development of evidence-informed approaches to allied and scientific health services;
 - training and development;
 - policy development and implementation; and
 - research and clinical information and management systems.

Delegations:

- > Level 5 Finance and HR Delegations

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic and operational leadership of Allied and Scientific Health Office programs	<ul style="list-style-type: none"> > Build and maintain partnerships with multiple agencies and individuals > Deliver and ensure the team/project managers deliver project outcomes across the ASHO program range. These align with the state's health and wellbeing reform agenda, including an emphasis on improving: <ul style="list-style-type: none"> → Strategic workforce analysis, planning, development and redesign of the AHP and support workforce, and associated human resource systems; → System-wide clinical governance, quality (professional development, clinical supervision) and safety (credentialing); → Clinical education, training and development; → Recruitment and retention; → Collaboration with universities regarding clinical placements for students and clinical education for allied and scientific health staff. > Provide high level and expert advice to the Chief Allied and Scientific Health Advisor, the agency and health sector. > Ensure that service provision and the activities of the Office are strategically aligned, workforce focussed and professionally and effectively conducted. > Work closely with a range of internal partners across multiple areas to collaboratively plan, develop and deliver the ASHO program. > Direct the Statewide Advisory Groups to achieve profession-specific initiatives, provide strategic advice and contribute to transformational Health engagement processes. > Provide expert professional information regarding associated Allied health and scientific advancements including evidence-informed models and service delivery improvements. > Lead and engage with other health professional groups on health reform projects and assist in the development of new and existing models of care in the context of South Australian health service delivery. > Build and maintain allied health and scientific leadership capacity, and create a platform from which allied health and scientific agendas can be driven. > Represent and advocate on behalf of allied health and scientific professions within SA Health and external partnerships. > Network and liaise with public and private health, higher education, industrial and other government sectors, regarding strategic and operational directions. > Manage the dissemination and promulgation of information across all sectors which enable a better appreciation and utilisation of allied and scientific health services.
Policy development, service planning, evaluation and reporting	<ul style="list-style-type: none"> > Leading of system-wide credentialing, supervision, access appointments and mutual recognition processes; > Lead statewide associated Enterprise Agreement processes; > Lead continuation of a range of Professional Development and mentoring opportunities. > Define, in conjunction with the CASHO and teams, projects to be undertaken by ASHO, to provide a framework for the development of more specific project plans. > Contribute to the development of corporate strategies and the achievement of divisional and corporate objectives. > Actively participate in the development of statewide policy relevant to

	<p>allied health reform in collaboration with the Allied and Scientific Health Executive, the Department of Health and Wellbeing, Local Health Network allied health leaders, Wellbeing SA, the Commission for Excellence and Innovation and relevant stakeholders such as universities, professional associations and regulators.</p> <ul style="list-style-type: none"> > Actively engage with current and future industrial processes to effectively negotiate and implement industrial awards and conditions > Exercise financial and human resource delegations in accordance with CASHO directives and SA Health policies. > Develop high level reports, submissions and briefing papers for the Department and other Executive groups as required. > Provide advice to Managers and staff in the development / review of role descriptions consistent with the award, the Enterprise Agreement, SA Health and professional / registration/legislative standards > Advocate for and support profession representatives on various committees and expert working groups. > Complete Ministerial and other State or Federal reporting requirements.
<p>Service management and operations</p>	<ul style="list-style-type: none"> > Lead, direct and supervise the ASHO and AHP+ PDRP team. > Enable the continued professional and role development of the ASHO team. > Lead the performance review and development and role feedback to the ASHO team to contribute to performance and development planning. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Assist with recruitment of appropriately qualified and experienced staff to the Department. > Committee membership, engagement or Chair responsibilities including Allied Health Executive, Statewide Advisory Groups and Allied Health Professional Associations. > Completion of HR functions including e-Recruitment, Basware, performance management and acting in higher duties.
<p>Leadership of Major Programs</p>	<p>This role is responsible for leading, contributing to and maintaining multiple state-wide projects and associated policy or protocol development. This work is relevant agency-wide and is usually across professions. Key examples include:</p> <ul style="list-style-type: none"> > Credentialing policy and linking to the associated credentialing committees and database. > Clinical supervision policy and associated education modules > Enterprise Agreement input and Work Level Development. > Allied Health Peer Assessment Processes. > Statewide allied health workforce requirements including education and training needs and development of AH-led service initiatives; > AHMAC, HSPC. AHPRA and COAG responses from SA Health for the 12 registered Allied Health professions and relevant self-regulating professions.
<p>Education, Training and Research</p>	<ul style="list-style-type: none"> > Lead and foster statewide research and training opportunities in line with the SA Health Allied Health Research Framework, ranging from journal club, seed funding, research collaboration, IIMPACT training and the biennial research forum > Lobby for future research and connectivity of evidence-informed practice opportunities. > Represent ASHO and the agency on relevant committees at LHN, State

	<p>and National levels.</p> <ul style="list-style-type: none"> > Maintain and contribute to knowledge of current and emerging allied and scientific health issues at agency, state and national levels. > Actively engage with statewide and national allied health workforce and service planning initiatives and agencies. > Actively promote the development of a culture of learning where innovation is encouraged. > Contribute to the ongoing evaluation and continuous improvement of agency-wide services. > Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > *An appropriate tertiary qualification that entitles the incumbent to membership of an allied or scientific health professional association and/or Board and a qualification related to health sciences or business management.*

Personal Abilities/Aptitudes/Skills:

- > *A demonstrated high level of interpersonal skills which engender the trust, cooperation and confidence of customers and staff, and which gain the engagement of others to improvement processes.*
- > *Demonstrated ability to deploy professional integrity, maintain confidentiality and sustain credibility.*
- > *Proven ability to negotiate effectively at all levels within an organisation and with external bodies/agencies and specifically with allied and scientific health professionals.*
- > *Ability to display and encourage a high level of initiative and innovation.*
- > *Proven ability to work with a high level of independence, set priorities, problem solve and resolve conflict situations, work with competing pressures and make effective decisions.*
- > *Proven ability to provide strong professional leadership, vision and a contemporary approach to allied and scientific health.*
- > *Ability to apply high level strategic, conceptual, analytical and creative skills, and provide expert, professional and authoritative advice on the full range of strategic allied and scientific health issues.*

MANAGEMENT POSITIONS

- > *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*

Experience:

- > *Experience in successfully negotiating sensitive issues to achieve mutually acceptable outcomes in a multi-disciplined organisation.*
- > *Proven experience in the development and/or implementation of organisational policy or processes at a senior level.*
- > *Significant experience in providing leadership and strategic direction to allied health staff to support the delivery of high quality services across a multi-disciplinary organisation.*

Knowledge:

- > *Detailed knowledge of the roles of a range of allied and scientific health professions and relevant contemporary training and workforce issues.*
- > *Knowledge of contemporary health and health service issues (professional practice, allied and scientific health workforce, education, management, research and clinical information/management systems) faced within local, national and international settings.*
- > *Demonstrated knowledge of the principles and practices of allied health management and related policy and service issues in the health sector.*
- > *A working knowledge of current trends in safety and quality.*
- > *Knowledge of contemporary human resources management principles, in particular equal opportunity, diversity, occupational health and safety, ethical behaviour and professional development within the public health sector.*

DESIRABLE CHARACTERISTICS**Educational/Vocational Qualifications:**

- > *Post Graduate qualification in health administration, business administration, safety and quality, clinical science or public health administration.*

Personal Abilities/Aptitudes/Skills:

- > *Ability to learn quickly and develop skills in a variety of streams/ areas.*

Experience:

- > *Clinical experience in acute, sub-acute, community or primary health care settings.*

Knowledge:

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 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.

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., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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:

The Allied and Scientific Health Office (ASHO) provides leadership and advocacy for Allied and Scientific Health Professionals across South Australia, particularly in the areas of models of care; evidenced based practice; continuing professional development; activity based funding; data collection and systems; career pathway development and industrial considerations. All areas are focussed on supporting the allied and scientific health workforce to improve quality client care. The Chief Allied and Scientific Health Officer is also the SA Health Education Lead.

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:

Role Title:

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:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019		Updated legal entities to include new regional LHN's.