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## SA Health Job Pack

Job Title	Facilities Supervisor
Eligibility	Open to Everyone
Job Number	778312
Applications Closing Date	17/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Mount Barker District Soldiers' Memorial Hospital
Location	Mount Barker
Classification	OPS3
Job Status	Permanent Full Time position available
Total Indicative Remuneration	\$70,666 - \$75,281 p.a.

## 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 Human Services (DHS) 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 (WWCC) - **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Disability Services Employment Screening - **DHS**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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>	Facilities Supervisor
<b>Classification Code:</b>	OPS3
<b>LHN/ HN/ SAAS/ DHA:</b>	Barossa Hills Fleurieu Local Health Network
<b>Hospital/ Service/ Cluster</b>	Mount Barker District Soldiers' Memorial Hospital
<b>Division:</b>	Corporate Services
<b>Department/Section / Unit/ Ward:</b>	Facilities
<b>Role reports to:</b>	Facilities Manager
<b>Role Created/ Reviewed Date:</b>	
<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 Facilities Supervisor is responsible for the coordination of the Facilities Service/Department to ensure the timely, efficient repair and maintenance of all plant, equipment, buildings, fixtures and fittings across the entire organisation and associated grounds.

He/She is responsible for the day to day operation of the Maintenance area, including supervision of contractors.

The incumbent assists with the Fire and Safety and Evacuation programs throughout the Health Service.

### Direct Reports:

The Facilities Supervisor is required to supervise and coordinate the activities of facility services personnel on a daily basis.

### Key Relationships/ Interactions:

The Facilities Supervisor is responsible and accountable to the Facilities Manager with constant liaison with the site Director of Nursing for the day to day operation of the Facilities Service.

He/She is required to liaise closely with all Department Heads, staff, trade contractors and Statutory Authorities e.g. Building, Fire, Health Inspectors or similar for ensuring maintenance services are provided to a high standard in a timely manner.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Working in a complex and changing work environment
- > Working with staff from a diverse background
- > Coordination of effective and efficient Facilities Management of the health unit

**Delegations:**

- > HR Delegations – Level 6.
- > Finance Delegations - Group E – Level 6.

**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:**

BHF LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHF 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.
- > The position is primarily located at Eudunda Hospital however 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.
- > The incumbent will be required to enter into an annual performance agreement for the achievement of (specific or service or programme) outcomes
- > Will be required to take part in a formal on-call roster for after-hours maintenance problems.
- > Has a current driver's licence and is willing to drive a Government motor vehicle.

- > Some intra/interstate travel may be required.
- > Participation in projects as required.
- > 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
<p><b>Ensures the efficient coordination of the Facilities Department/Service by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Providing and co-ordinating an ongoing maintenance programme for all Plant and Equipment, according to the Health Service's Maintenance, Security, Electrical and Fire Policy requirements.</li> <li>&gt; Assists with the development and monitoring of external maintenance contracts.</li> <li>&gt; Co-ordinating and being involved in Minor Works programmes.</li> <li>&gt; Maintenance and repairs throughout the Health Service, either through direct attention or by regular inspection, with communication to the Facilities and Environment Manager with constant liaison with the site Director of Nursing regarding those maintenance and repairs required to be carried out by external contractors.</li> <li>&gt; Ensuring the installation and maintenance of equipment complies with appropriate standards, legislation and regulations.</li> <li>&gt; Contributing to the ongoing efficiency and effectiveness of the Health Service by establishing, maintaining and monitoring a Preventative Maintenance Program/Schedule which includes the control of appropriate stocks of spare parts and minor equipment inventory.</li> <li>&gt; Trend and act on equipment/machinery breakdown rates, reporting to the Facilities Manager with constant liaison with the site Director of Nursing and Quality, Risk and Safety Committee accordingly.</li> <li>&gt; Ensuring external service providers are engaged and supervised, where specialist trade expertise or qualification is required.</li> <li>&gt; Ensure contractors are appropriately inducted in accordance with OHS&amp;W requirements and that services provided by contractors are in accordance with service contracts and/or other requirements as necessary.</li> <li>&gt; Assist with Health Service vehicles to ensure they are maintained and serviced according to manufacturer and/or fleet service schedules.</li> <li>&gt; Prioritising and delegating where appropriate, daily maintenance request tasks to ensure these are addressed in a timely manner for the provision of a safe environment for patients, residents, staff, visitors etc.</li> <li>&gt; Ensure proper risk assessment is carried out and recorded for Ground, Environment and Gardens.</li> </ul>
<p><b>Actively contributing to the provision of a safe working environment by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Understanding their responsibility under OHS&amp;W legislation: specifically the spirit and principles of the Premier's Safety Commitment Statement; the OHS&amp;W Act and SA/NZ4360 Risk Management or equivalent framework.</li> <li>&gt; Adhering to safe work practices, maintaining safe working conditions and adhering to all relevant policies and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Taking responsibility to prevent and minimise infection in every aspect of work in accordance with relevant policies.</li> <li>&gt; Participating in any risk identification and / or minimisation processes.</li> <li>&gt; Undertaking appropriate activities to contribute towards the Health Service's Accreditation requirements as directed.</li> <li>&gt; Ensuring conformity with OHS &amp; IM policies and procedures, legislation and regulations.</li> <li>&gt; Promoting and ensuring compliance with safety procedures.</li> <li>&gt; Assisting with the provision of fire safety and evacuation to staff and contractors.</li> <li>&gt; Assists with Conducting Fire, Safety and Evacuation sessions through the health service's monthly orientation/induction program in consultation with Senior OHSW Consultant of cluster.</li> <li>&gt; Investigating unsafe work environments and assisting with the implementation of corrective measures.</li> <li>&gt; Ensuring plant and equipment are in safe working condition, including ensuring testing and operation complies with Australian Standards, legislative and regulatory requirements.</li> <li>&gt; Developing Safe Work procedures within Facilities role.</li> <li>&gt; Inducting new Facilities employees and contractors in role of the Facilities Department.</li> <li>&gt; Assist in Conducting regular, well organised hazard inspections</li> <li>&gt; Assisting with accident reporting and investigations.</li> <li>&gt; Responding to employees' concerns and enquiries on Health and Safety, whether they are made directly, or through Health and Safety Representatives.</li> <li>&gt; Assist in on-going monitoring and development of Facilities employees' skills.</li> </ul>
<p><b>In conjunction with the Facilities Manager ensure Capital Works Programmes are efficiently facilitated by providing on site contact and liaison for Contractors.</b></p>	
<p><b>Co-ordinates and manages the Health Service's Security and Fire Safety Systems</b></p>	<ul style="list-style-type: none"> <li>&gt; Responsible for ensuring the fire safety and security systems are adequately maintained and reporting any issues directly to the Facilities Manager in liaison with the Director of Nursing.</li> <li>&gt; Responsible for ensuring safety checks on both systems occur and reporting any issues directly to the Facilities Manager in liaison with the Director of Nursing.</li> </ul>
<p><b>Participates in the overall function of the organisation by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Ensuring that relevant standards, accreditation, legislative and regulatory requirements are complied with, including updating practice in relation to new trends within the Maintenance, which result in service excellence and a safe environment for patients, residents, clients, staff and visitors.</li> <li>&gt; Perform the role of Fire Safety Officer and comply with current fire prevention regulations.</li> <li>&gt; Contributing to the effective and efficient management of the Health</li> </ul>

	<p>Service by regularly meeting with the Facilities Manager and liaison with the Director of Nursing regarding maintenance activities.</p> <ul style="list-style-type: none"> <li>&gt; Is prepared to contribute to the co-ordination and efficiency of Barossa Hills Fleurieu maintenance programmes, by attendance at appropriate meetings and committees.</li> <li>&gt; Developing and maintaining a Plant and Equipment Register</li> </ul>
<p><b>Assists with an effective, equitable and responsive Staff Management System within the Facilities Services, by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Providing appropriate leadership.</li> <li>&gt; Working with the Facilities Manager in liaison with the Director of Nursing to ensure sound principles of Personnel Management are in place, including the implementation of all relevant Government Policies, such as Equal Employment Opportunities, Social Justice and Ethics/Code of Conduct.</li> <li>&gt; Working with the Facilities Manager in liaison with the Director of Nursing to ensure formal processes of Performance Development are in place, to address employee training and development needs, and to provide two-way communication between Manager and the staff member.</li> <li>&gt; Working with other staff to ensure that appropriate staff orientation, development and training programs are implemented.</li> <li>&gt; Ensure Contractor orientation is completed as required and Licensing requirements are provided by all contractors.</li> <li>&gt; Assist with maintaining an up to date Contractor Register.</li> <li>&gt; Maintain and recommend changes to OHSW&amp;IM manuals.</li> <li>&gt; Maintain all records associated with Legionella legal requirements.</li> <li>&gt; Maintain Safe weight checks and Register</li> </ul>
<p><b>Ensures the efficient management of resources within the Facilities Services by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Allocating and using resources in a cost-efficient manner.</li> <li>&gt; Working with the Facilities Manager in liaison with the Director of Nursing and Manager Corporate Services to ensure work is undertaken within the Departmental Budget, whilst complying with the health service's Financial Delegations.</li> <li>&gt; Ensuring maintenance of adequate records of significant items of plant and equipment, including purchase, repair, maintenance and disposal of</li> </ul>
<p><b>Demonstrates responsibility and commitment as determined by Best Practice guidelines to Waste Management Policy by using strategies and actions as outlined in the Health Unit Manual and Contractor guidelines</b></p>	<ul style="list-style-type: none"> <li>&gt; Responsible for ensuring all waste disposal meets legislative and regulatory requirements</li> <li>&gt; Working closely with the Facilities Manager in liaison with the Director of Nursing services and other senior staff to ensure best practice Waste Management practice throughout the organisation.</li> </ul>
<p><b>Professional / legislative responsibilities</b></p>	<ul style="list-style-type: none"> <li>&gt; Complies with the Public Service Code of Ethics.</li> <li>&gt; Maintain confidentiality and privacy in matters pertaining to patients, visitors and staff.</li> <li>&gt; Comply with the principles of the Code of Fair Information Practice adopted by SA Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.</li> </ul>



	<ul style="list-style-type: none"> <li>&gt; The incumbent is responsible and accountable for adequately managing the official records he/she creates and receives according to relevant legislation, policies and procedures.</li> <li>&gt; Function in accordance with all relevant legislation.</li> <li>&gt; Works within own ability and qualifications.</li> <li>&gt; Attend all required mandatory training within the specified time frame.</li> <li>&gt; Uses and promotes effective communication and interpersonal skills.</li> <li>&gt; Evaluate own practice through performance appraisal.</li> <li>&gt; Maintain continual self-development through attendance at applicable training courses, seminars and workshops.</li> <li>&gt; Actively support health service policies and procedures and act in accordance with such policies and procedures.</li> <li>&gt; Contribute to the well-being of people in South Australia through participation 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.</li> <li>&gt; Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</li> </ul>
<p><b>Employees have a responsibility to work safely, taking reasonable care to protect their own health and safety and that of fellow workers or other persons at the worksite. An employee is held accountable for their responsibilities through the line management structure. Employees will:</b></p>	<ul style="list-style-type: none"> <li>&gt; Use and care for equipment provided for health and safety purposes.</li> <li>&gt; Obey any reasonable instruction given in relation to OHSW&amp;IM at work, including attendance at mandatory OHSW&amp;IM training.</li> <li>&gt; Follow safe work practices and safe standard operating procedures.</li> <li>&gt; Report all accidents, 'near miss' incidents, unsafe working practices or conditions to supervisors as soon as possible and before the end of the shift.</li> <li>&gt; Assist supervisors with incident/hazard and accident investigations.</li> <li>&gt; Ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger themselves or others.</li> <li>&gt; Contribute to improvements in health and safety by participating in consultative forums and safety surveys to give feedback and suggestions.</li> <li>&gt; Support their health and safety representatives (HSR) and keep them informed of OHSW&amp;IM issues or concerns.</li> <li>&gt; Support injured work colleagues in return to work programs.</li> <li>&gt; Participate in annual performance reviews.</li> </ul>
<p><b>Required to comply with the State Records Adequate Records Management Standard and Barossa Hills Fleurieu LHN document control procedure to ensure all official records created and/or received in the course of business are created in accordance with documentation requirements in a professional and timely</b></p>	<ul style="list-style-type: none"> <li>&gt;</li> </ul>

manner.	
<b>As an employee the incumbent is required to:</b>	<ul style="list-style-type: none"> <li>&gt; Maintain confidentiality and privacy in matters pertaining to patients, visitors and staff in accordance with the Public Service Code of Conduct &amp; act in accordance with Section 6 Public Sector Management Act.</li> <li>&gt; Observe all relevant legislative requirements.</li> <li>&gt; Utilise resources at your disposal in an efficient, responsible &amp; accountable manner.</li> <li>&gt; Ensure that each individual conducts themselves in accordance with the relevant professional codes of conduct and codes of ethics.</li> <li>&gt; Deal with information of which you may have knowledge as a result of your work only in accordance with the requirements of the Health Service.</li> <li>&gt; Maintain a helpful and co-operative attitude towards patients, families, visitors and staff.</li> <li>&gt; Meet performance standards &amp; other organisational requirements.</li> <li>&gt; Conduct all interpersonal relationships with respect, courtesy and concern for individual.</li> <li>&gt; Demonstrate 'best practice' principles in relation to Infection Control.</li> <li>&gt; Participate in relevant Quality Activities as outlined in the Organisation's Quality Improvement Plan.</li> <li>&gt; Participate on appropriate committees and working parties relevant to the role and position.</li> <li>&gt; Participate as requested in the Health Units Emergency Procedures Plan.</li> <li>&gt; Participate in annual Staff Performance Development process.</li> <li>&gt; Maintain a clean, neat and orderly workspace.</li> <li>&gt; Be punctual.</li> <li>&gt; Complete other relevant duties as appropriate and required.</li> <li>&gt; Contribute to the well-being of people in South Australia through participation 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.</li> <li>&gt; Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</li> <li>&gt; The incumbent is responsible and accountable for adequately managing the official records he/she creates and receives according to relevant legislation, policies and procedures.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > 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.
- > Ability to engage and influence others to improve Aboriginal Health services provided to the local community.

#### **Experience**

- > Demonstrated experience in problem solving and using initiative
- > Demonstrated experience in a broad range of maintenance activities/repairs, including building, grounds and equipment maintenance
- > Demonstrated experience in the use and operation of relevant tools and equipment
- > Experience working with Aboriginal consumers and communities to provide culturally appropriate health services.

#### **Knowledge**

- > Has knowledge of the appropriate Standards in relation to the area of practice
- > A sound understanding of general maintenance and repair functions
- > Knowledge of Chemical Safety principles
- > Knowledge of OHSW&IM principles and responsibilities associated with a maintenance role
- > Can evidence attending training in Aboriginal cultural issues and has the willingness and the ability to develop this knowledge within the team you manage and across the health service generally.

### **DESIRABLE CHARACTERISTICS**

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

- > Trade Qualifications in one of the following:
  - Fitter and Turner
  - Mechanical
  - Electrical
  - Builder's Licence
  - Carpentry
  - Advanced qualification in a trade area
  - Level 3 certificate in fire training or a willingness to work towards same
  - Safety Inspection and/or Electrical Tagging Certificate

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

- > Basic computer literacy

#### **Experience**

- > Demonstrated experience working in a healthcare environment
- > Experience in the development and implementation of preventative maintenance programmes

#### **Knowledge**

- > Possess an understanding of Aboriginal culture and the ability to develop this knowledge within the team you manage and across the health service generally.

## 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, SA Ambulance Service, and six regional Local Health Networks including:

- Barossa Hills Fleurieu Local Health Network
- Eyre Far North Local Health Network
- Flinders Upper North Local Health Network
- Limestone Coast Local Health Network
- Riverland Mallee Coorong Local Health Network
- Yorke and Northern Local Health Network

### 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:

BHF Local Health Network (BHF LHN) provides a wide range of public acute and community health care to country based South Australians. The level and nature of these services is based on clinical need, service demand and government priorities.

BHF LHN aims to ensure healthier, longer and better lives for all South Australians through a comprehensive and sustainable health system. BHF LHN works to achieve these aims by strengthening primary health care, enhancing hospital care, reforming mental health care, improving the health of Aboriginal Australians and providing a comprehensive range of aged care services to rural residents.

*(Country Health SA Local Health Network Inc. Annual Report 2011 – 2012)*

## Values

### BHFLHN Values

The values BHFLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration and kindness.
- > 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:**