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## SA Health Job Pack

|                               |  |
|-------------------------------|--|
| Job Title                     | Senior Business Analyst                |
| Eligibility                   | Open to Everyone                       |
| Job Number                    | 729107                                 |
| Applications Closing Date     | Friday, 17 July 2020                   |
| Region / Division             | Southern Adelaide Local Health Network |
| Health Service                | Division of Medicine & Critical Care   |
| Location                      | Bedford Park                           |
| Classification                | ASO8                                   |
| Job Status                    | Full-time, Ongoing                     |
| Total Indicative Remuneration | \$125,911 - \$130,628 p.a.             |

## Contact Details

|               |  |
|---------------|--|
| Full name     | Melissa Zimmermann   |
| Phone number  | (08) 8204 6059   |
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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:

- 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

|  |   |
|--|---|
| <b>Position</b>  | Senior Business Analyst   |
| <b>Classification</b>  | ASO8  |
| <b>Division</b>  | Division of Medicine and Critical Care Services                           |
| <b>Department / Section / Unit / Ward</b>  | Business Finance Services   |
| <b>Role reports to</b>   | > Business Finance Partner  |
| <b>CHRIS 21 Position Number</b><br>P29957  | <b>Role Created / Review Date</b><br>01/11/2019                           |
| <b>Criminal History Clearance Requirements</b><br><input type="checkbox"/> Aged (NPC)<br><input type="checkbox"/> Child - Prescribed (Working with Children Check)<br><input type="checkbox"/> Vulnerable (NPC)<br><input checked="" type="checkbox"/> General Probity (NPC) | <b>Immunisation Risk Category</b><br>Category C (minimal patient contact) |

## JOB SPECIFICATION

### Primary Objective(s) of role:

Our aim at Southern Adelaide Local Health Network (SALHN) is to be a high performing and accountable healthcare network that operates to Australian benchmark standards delivering reliable and respectful care. The delivery of SALHN strategic objectives are underpinned by an integrated management system across five domains (safety, quality, delivery, people and cost). The focus on these 5 domains ensures delivery of timely and effective care safely, acknowledging the importance of our people in service delivery and has beneficial consequences for overall costs.

The Senior Business Analyst is accountable to the Business Finance Partner and is responsible for providing leadership in supporting the strategic direction and management of financial resources allocated to the Division. The Senior Business Analyst is responsible for the effective and efficient delivery of finance services to the Division including, but not limited to:

- > providing leadership in maintaining the finance governance framework for the Division;
- > reinforcing a culture of financial performance accountability and empowerment;
- > providing performance analysis and decision support to the Division;
- > providing leadership in the performance management and reporting framework that cascades through the Division;
- > monitoring financial performance, leading forecasting and reporting;
- > supporting development of an effective budget strategy and maintaining a budget management framework;
- > supporting implementation and monitoring sustainability initiatives and performance KPIs; and
- > providing business financial analysis and actionable insights including continuous improvement initiatives, benchmark comparisons and business case development.

### Direct Reports: (List positions reporting directly to this position)

- > Assistant Business Analysts x2
- > Administrative Assistant

**Key Relationships / Interactions:**

Internal:

- > The Senior Business Analyst reports to the Business Finance Partner.
- > The Senior Business Analyst works closely with the Division Executive, Business Finance team, Unit Heads and Managers within the Division.
- > The Senior Business Analyst works closely with Corporate Finance, Decision Support Unit, Planning and Performance Unit and relevant members of the teams.
- > Fosters a collaborative working relationship with a range of internal departments providing services to the Division.

External:

- > The Senior Business Analyst fosters a collaborative working relationship with a range of external agencies providing services to the Division.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > providing leadership in the delivery of services for a complex Division with multiple specialties that is in alignment with SALHN strategic objectives in a climate of reform and continuing changes with budget;
- > Ensuring accountability for performance and operation within policies / procedures; and
- > Maintaining a strong customer focused relationship with key stakeholders through leadership, advice, support and education.

**Delegations:** (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

|                 |         |
|-----------------|---------|
| Financial       | Level 4 |
| Human Resources | Level 4 |
| Procurement     | Level 4 |

**Resilience**

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

**Performance Development**

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

**General Requirements**

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

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation for Health Care Workers in South Australia Policy Directive.

- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

### 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.

### 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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007 (Cth)* must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.

| Key Result Areas                   | Major Responsibilities   |
|------------------------------------|--|
| Lead the team                      | <ul style="list-style-type: none"> <li>&gt; Ensure the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> <li>&gt; Ensure that service provision and the activities of the Division / Unit / Ward / Service are person and family centred and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed Division / Unit / Ward / Service and strategic plans.</li> <li>&gt; Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focussed service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Budget preparation, monitoring and reporting and adherence to resources allocations.</li> </ul> |
| Policy and Compliance              | <ul style="list-style-type: none"> <li>&gt; Providing leadership in maintaining a robust finance governance framework within the Division and providing business and financial advice to inform strategy, standards and directions.</li> <li>&gt; Providing leadership support in maintaining a strong compliance and control framework with the Division including compliance with finance policies, procedures, guidelines, work instructions and delegations.</li> <li>&gt; Improve and/or develop policies and procedures to enhance business processes and eliminate system inefficiencies.</li> <li>&gt; Providing support to Corporate Finance in the collection, collation and confirmation of information used to complete financial statements and financial compliance requirements including applicable TI's and AASBs.</li> <li>&gt; Participating and providing information to External and Internal Audit, implementing recommendations as they relate to the Division.</li> </ul>  |
| Operational Budget and Forecasting | <ul style="list-style-type: none"> <li>&gt; Providing leadership support and advice on the development and implementation of financial reporting and budgetary management across the Division, covering the strategic application of resources.</li> <li>&gt; Providing leadership on the budget development process for the Division and supporting the Business Finance Partner in determining budget allocations and strategy options in accordance with SALHN budget principles, ensuring deadlines are achieved.</li> <li>&gt; Continuous improvement in the budget setting process for the Division including the identification of strategies to improve the allocations of budgets within the Division.</li> <li>&gt; Providing sustainability initiatives and efficiency insights, coordination and validation of sustainability strategies;</li> <li>&gt; Maintaining a consistent and accurate approach in the preparation of forecasts prepared for the Division, identifying and evaluating budget issues, providing advice to the Business Finance Partner and Division Managers on innovative and appropriate solutions.</li> </ul>                   |

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|--------------------------------|--|
| <p>Operational Performance</p> | <ul style="list-style-type: none"> <li>&gt; Maintaining effective relationships with the Division Executive, Unit Heads, Senior Managers and other key stakeholders to identify strategic opportunities to drive reform and evaluate the provision of financial services in fulfilling operational requirements.</li> <li>&gt; Providing regular reports to the Finance Business Partner and Division Managers to inform business decision making including analysis and interpretation of the performance against budget and key business performance indicators, identifying variances in results and providing actionable insights on immediate and long term corrective strategies.</li> <li>&gt; Providing advice on strategies to ensure effective and efficient use of resources including working with the Division leaders in the development and implementation of sustainability initiatives, monitoring and providing advice on mitigation strategies or remedial actions required where there is deterioration against plans.</li> <li>&gt; Providing leadership in the interrogation and modelling of data that can be converted to information to assist with business decision making to support financial and operational performance improvement opportunities.</li> <li>&gt; Reporting and providing advice to Corporate Finance on the Divisions monthly financial performance and the realisation of sustainability benefits by the Division and associated risks.</li> <li>&gt; Providing reports, information and advice on the monthly financial performance of the Division to the Finance Business Partner and Division Managers including the preparation of executive monthly performance reports for the Division.</li> <li>&gt; Reporting, monitoring, analysis and providing advice on activity performance against targets and performance of costs against the National Efficient Price and other benchmarks, reporting outcomes to the Finance Business Partner and implementing strategies to remedy any variances with Division Managers.</li> <li>&gt; Ensuring the financial results for the Division, as reported at the end of each month, are sufficiently accurate to enable effective decision making at a Division level and implementing corrective actions as required.</li> <li>&gt; Providing a range of expert financial strategic / decision support reporting and actionable insights and information to the Division Managers to inform business decisions and ensure timely reporting of financial trends and results.</li> </ul> |
| <p>Planning and Analysis</p>   | <ul style="list-style-type: none"> <li>&gt; Providing leadership and advice to the Division Managers in relation to budget planning, forecasting, compliance strategies and complex financial operational matters.</li> <li>&gt; Providing financial modelling and analysis leadership including:             <ul style="list-style-type: none"> <li>o development of complex funding models that support new initiatives and cost effective service provision;</li> <li>o development of scenario based financial options related to a range of strategies and initiatives; and</li> <li>o the assessment of financial impact of capital investment strategies.</li> </ul> </li> <li>&gt; Providing leadership in the development and provide financial advice for business cases, business plans and processes that seek to deliver improved services and better value for money.</li> <li>&gt; Providing advice on impacts on models of care and services changes,</li> </ul>   |



|   |   |
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|   | <p>identifying opportunities for continuous improvement.</p> <ul style="list-style-type: none"> <li>&gt; Providing leadership in preparing forecasts and forward year financial estimates assessing potential impacts for the Division.</li> </ul>  |
| <p>Leadership and Decision Making</p>                     | <ul style="list-style-type: none"> <li>&gt; Proactively participating and providing leadership in the Divisions financial governance committees and leadership meetings.</li> <li>&gt; Providing advice and direction that supports decision making in line with SALHN objectives and seek to ensure priority needs are balanced against available resources and opportunities.</li> <li>&gt; Facilitating the installation of a proactive approach and culture of continuously reviewing and improving operations, planning, policies, services and programs.</li> <li>&gt; Identifying, influencing and leading key stakeholders and advocates to promote the implementation of change initiatives that ensure continuous improvement outcomes.</li> <li>&gt; Initiating, leading and/or participating in financial reviews, including reviewing and advising on the impact of submissions and improvement opportunities.</li> <li>&gt; Providing commercial support and financial oversight of contractual relationships.</li> <li>&gt; Representing the Division in relevant forums, advocating on behalf of the interests of SALHN objectives as relating to business and financial scope of practice.</li> <li>&gt; Providing financial leadership in the preparation of briefings and submissions as they relate to the Division.</li> <li>&gt; Contributing to the development of policies and procedures that support the Division strategic directions.</li> <li>&gt; Promote and facilitate proactive approaches and a culture of continuous review and improvement of systems, services and programs across SALHN in the context of the SALHN Service Level Agreement and approved budgets.</li> <li>&gt; Fostering a positive work culture based on SALHN’s values, promote customer service, learning and development, safety and welfare of employees, acknowledging differences and encouraging creativity and innovation.</li> <li>&gt; Provide financial leadership support, education and training to the Division.</li> </ul> |
| <p>Continuous Improvement/Quality and Risk Management</p> | <ul style="list-style-type: none"> <li>&gt; Developing a culture of risk awareness and responsiveness in relation to addressing risks.</li> <li>&gt; Contributing to related aspects of the accreditation processes.</li> <li>&gt; Monitoring, evaluating, reporting and continuous improvement of services.</li> <li>&gt; Encouraging the systematic identification, assessment and treatment of financial risk.</li> <li>&gt; Demonstrating risk intelligent behaviour;</li> <li>&gt; Encouraging risk management processes to include sensible creative thinking and potential solutions to address risk.</li> <li>&gt; Ensuring quality management processes are imbedded in routine management practice.</li> </ul>  |



## Advice, Consultation and Relationship Management

- > Provide leadership to a large complex division with multiple specialities through collaboration, articulating ideas and viewpoints to Division Executive, senior management, peers and others.
- > Identifying and initiating complex projects; managing resources; driving the resolution of system inefficiencies and performance; and holding self and team accountable for results.
- > Providing timely, accurate and informative business and financial advice to a range of parties including, but not limited to, Business Finance Manager, Corporate Finance, Division Executive, Managers and other key stakeholders.
- > Ensuring effective consultation, participation mechanisms and partnerships are developed and maintained to deliver and implement the SA Health Finance agenda across the SALHN.
- > Developing and maintaining strong working relationships and alliances within and outside of SALHN to achieve Government objectives and expectations.
- > Identify and lead complex change management projects that may involve multiple stakeholders across several clinical specialities to achieve corporate objectives
- > Promoting a culture of integration across SALHN in order that information is shared for the benefit of SALHN Strategic intent.
- > Contributing to strategic planning processes within SALHN.

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > Degree qualifications in accounting, economics or related financials / business management field

### Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to be an original and creative thinker in planning, organising, directing and evaluating priorities within a complex clinical framework.
- > Strong leadership skills and abilities to motivate and inspire others to work together as a team to achieve objectives in a climate of significant change, with a commitment to a team orientated philosophy.
- > Strong ability to understand customer perspectives and ensure responsiveness to their needs.
- > Self-motivated, organised, demonstrated initiative and an ability to operate independently while remaining focussed on agreed objectives that may have competing priorities.
- > Strong interpersonal and communication skills that demonstrate a capacity to build, influence and maintain effective relationships with diverse stakeholders on a range of sensitive and complex issues to achieve positive outcomes. Will be able to manage conflict and encourage win/win outcomes where possible.
- > Demonstrated ability to provide high levels of professional service which includes 'conventional sight' (efficiency orientated, operational realities and quality focussed) and 'innovative sight' (strategic, tactical orientated, growth opportunities and quality focussed).
- > Demonstrated ability to understand, interpret and apply policies and procedures to practical situations, and provide accurate business like solutions.
- > Strong Microsoft excel skills or equivalent to support data interrogation and modelling.
- > Demonstrated skills in analysing and interpreting data, communicating the information concisely and accurately, in either verbal or written format to accommodate the key stakeholder audience.
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Very high levels of discipline experience with the ability to apply policies and procedure to agency operations.
- > Demonstrated experience in providing positive leadership in a senior financial management role in a complex organisation in a climate of reform and continuing change, with demonstrated success in increasing the effectiveness and accountability of the organisation.
- > Demonstrated experience in the management of financial resources, undertaking financial business analysis and providing actionable insights, forecasting, developing key performance indicators and financial strategies to improve financial performance and providing concise written executive financial reports.
- > Demonstrated experience in developing budgets in a complex organisation including the development and implementation of sustainability initiatives to operate within budget allocations.
- > Demonstrated experience in maintaining a strong finance governance framework, managing accountability at the appropriate operational levels with an attention to detail in applying financial management discipline.
- > Successful record of identifying business requirements and developing appropriate remedial strategies and change specifications to reengineer business processes and systems.
- > Experience in the effective development, implementation and management of financial models in a complex environment using various financial modelling tools within a framework of corporate objectives and in consideration of operational, political, financial and strategic issues.
- > Experience in managing staff, establishing succession plans and supporting staff to realise their full potential.

- > Demonstrated experience in supporting people through change and ambiguity to achieve continual quality improvement and best practice outcomes.

**Knowledge**

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Understanding of public acute health funding models, the principles of the National Efficient Price, Activity Based Funding and benchmarking opportunities.
- > Significant knowledge of financial modelling tools.

**2. DESIRABLE CHARACTERISTICS** (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > None stated

**Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Demonstrated relevant experience in the public or private health sector and understanding of key performance drivers.
- > Experience in government accounting and administration framework.

**Knowledge**

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of political, social and economic parameters that affect the planning, development, funding delivery and management of health services.
- > Knowledge of systems, structures, relationships and culture of the Department for Health and Wellbeing
- > Knowledge of hospital financial administration practices and principles

**Educational/Vocational Qualifications**

- > Post graduate accounting and/or business qualification.

**Other Details**

- > None stated

## 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.

## SA Health Challenges

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

## 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.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

|              |  |
|--------------|--|
| Statewide    | > Women's and Children's Health Network  |
| Metropolitan | > Central Adelaide Local Health Network<br>> Southern Adelaide Local Health Network<br>> Northern Adelaide Local Health Network  |
| Regional     | > Barossa Hills Fleurieu Local Health Network<br>> Yorke and Northern Local Health Network<br>> Flinders and Upper North Local Health Network<br>> Riverland Mallee Coorong Local Health Network<br>> Eyre and Far North Local Health Network<br>> South East Local Health Network |

## Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



**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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Domestic and Family Violence**

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

**Role Acceptance**

I have read and understand the responsibilities associated with the Senior Business Analyst in the Division of Medicine, Cardiac and Critical Care and organisational context and the values of SA Health as described within this document.

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Name

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Signature

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Date