



ROLE DESCRIPTION

Role Title:	Graduate Officer
Classification Code:	ASO3
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	N/A
Division:	Corporate and Infrastructure
Department/Section / Unit/ Ward:	New WCH Project
Role reports to:	Director, Performance and Commercial
Role Created/ Reviewed Date:	October 2023
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" 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:

This position offers a unique opportunity to work across a number of teams within the New Women's and Children's Hospital (New WCH) Project. The Graduate Officer role on the New WCH Project will receive guidance and mentorship from experienced professionals, enabling the development of essential skills in the areas of project management, procurement, financial management, contract management, risk management, governance, assurance, and stakeholder engagement.

The role will be involved with a range of activities including:

- > Providing project support including coordination, research, analysis, preparation of briefings and correspondence and reporting on the progress of projects and other activities/tasks.
- > Providing meeting support including meeting set-up and pack down, developing agendas, accurately recording and distributing minutes, maintaining actions lists and decision registers.
- > Developing and maintaining effective networks, partnerships and relationships with internal and external stakeholders including departmental clients and government agencies.
- > Analysing, interpreting and implementing policy, legislation, portfolio and program initiatives.
- > Gaining an understanding of and assisting with many project procurement activities, including but not limited to:
 - o Assisting in defining business needs and specification development.
 - o Assisting in sourcing activities and market strategies.
 - o Assisting in the development of procurement and market documentation.
 - o Supporting running of tenders including the evaluation of suppliers.
 - o Supporting contract execution phase.
 - o Maintaining and updating procurement records.
 - o Maintaining and understanding Probity and Procurement Policy requirements.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

Internal

- > Works in collaboration with all New WCH Project Workstreams
- > Procurement and Supply Chain Management managers and staff
- > Key SA Health and SA Government network groups and procurement stakeholders

External

- > SA Health suppliers
- > Other external providers including Procurement Services South Australia and Office of the Industry Advocate
- > External project consultants, contractors and suppliers and partners including New WCH Architects, Cost Managers and Engineers, and Private Service Contractors (PSCs)

Challenges associated with Role:

Major challenges currently associated with the role include:

- > The ability to understand multiple procurement and contract scenarios and translate this into comprehensible, accurate and consistent procurement and contract advice.
- > Balancing competing demands to meet project deadlines; and learning and adapting quickly to different work environments, supervisors and work assignments.
- > Understanding of the systems that support procurement e.g. Procurement and Contract Management System (PCMS), Oracle, Objective. And understanding of PSSA, Treasurers Instructions and SA Health procurement policies and procedures

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic Sourcing and contract management	<ul style="list-style-type: none">> Collaborate with senior procurement professionals to contribute to strategic sourcing efforts.> Assist in evaluating suppliers, analysing their capabilities, pricing, and past performance.> Support supplier negotiations to obtain favourable terms and conditions while promoting transparency and fairness.> Assist in managing procurement contracts, ensuring compliance with regulatory and policy requirements.> Maintain accurate and organized records of contracts, including relevant documentation for audits.> Maintain business systems that support procurement and contract management processes, including Oracle and the Procurement Contract Management System (PCMS).

Sourcing arrangements	<ul style="list-style-type: none"> > Participate in the tender process, supporting the preparation and evaluation of tender documents. > Collaborate with the New WCH procurement team to assess supplier proposals and provide insightful recommendations. > Engage in market refresh activities to explore new suppliers and innovative solutions. > Contribute to the development of tender evaluation criteria to ensure value for public funds. > Assist in conducting cost modelling exercises to analyse the total cost of ownership for procurement projects.
Business support functions including reporting and analytics	<ul style="list-style-type: none"> > Assist in reporting and analytics of data to meet both regulatory requirements and provide business insights to support the New WCH Project.
Timely and accurate contract documentation	<ul style="list-style-type: none"> > Assist in the preparation of contract documentation in a timely and efficient manner during all contract phases, including contract implementation, ongoing management and contract completion. > Assist in preparing contract correspondence including letters, variations, progress payments, extensions of time and notices of non-conformances. > Ensure that minutes for approval and extensions of approvals are obtained and accurately recorded. > Enter, retrieve and manage information in databases, registers, and systems. > Ensure relevant approvals are undertaken in line with project governance framework and Government approval processes.
Project Management	<ul style="list-style-type: none"> > Perform basic research and analysis which others will use to inform project directions. > Provide meeting support including meeting set-up and pack down, preparing agendas, accurately recording and distributing minutes, maintaining actions lists and decision registers. > Understand project goals, steps to be undertaken and expected outcomes. > Prepare accurate documentation to support cost or resource estimates. > Participate and contribute to reviews of progress, outcomes and future improvements. > Identify and escalate any possible variance from project plans.
Relationship Management	<ul style="list-style-type: none"> > Foster positive relationships with suppliers, contractors and stakeholders, promoting ethical conduct and sustainable practices. > Collaborate with internal stakeholders across SA Health, including government departments, to understand project needs.
Team membership	<ul style="list-style-type: none"> > Actively contribute to the overall effectiveness and efficiency of the New WCH Project Team. > Work collaboratively within and across the Workstreams and actively support others to achieve project outcomes. > Participate in and contribute to team meetings to support team objectives. > Engage in professional development opportunities to enhance knowledge and public sector expertise. > Embrace a collaborative and inclusive team culture, reflecting the values of the public organisation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > An appropriate degree such as Business, Law, Finance/Commerce.

Personal Abilities/Aptitudes/Skills:

- > Ability to anticipate potential problems and to contribute to workable solutions to existing problems.
- > Ability to communicate clearly in writing, particularly drafting business communication such as emails, reports, letters, and technical documentation, whilst complying with relevant probity requirements.
- > Ability to communicate verbally in a clear and succinct way and be able to build rapport with others in the work environment to help develop trust and cooperation.
- > Ability to prioritise and manage multiple tasks simultaneously, so that project milestones are achieved.
- > Comfortable with learning and using different technologies.

Experience:

- > Experience working with others in a team environment to achieve successful outcomes.
- > Understanding of obligations when dealing with confidential information and managing disclosure of sensitive information in a commercial context and/or a politically sensitive environment.
- > Demonstrated customer service experience characterised by identifying customer needs, and providing quality, timely services in either a public or private sector environment.
- > Experience in managing multiple priorities and making choices about time allocation whilst maintaining customer satisfaction.

Knowledge:

- > N/A

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Degree level qualification

Personal Abilities/Aptitudes/Skills:

- > The ability to influence stakeholders face-to-face, and indirectly, whether through verbal or written communication.
- > The ability to proactively initiate stakeholder communication so that expectations are effectively managed.

Experience:

- > Customer service-related experience.

Knowledge:

- > N/A

Special Conditions:

- > It is mandatory that no person, whether already working in SA Health or not, may be appointed to a position in SA Health unless they have provided 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 always 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 New Women's and Children's Hospital Project is part of the Corporate Services and Infrastructure Division within the Department for Health and Wellbeing.

The South Australian Government has committed to the development of a new Women's and Children's Hospital (New WCH), located on the existing South Australian Police Barracks site, near the Royal Adelaide Hospital (RAH) and the Adelaide BioMed City.

The New WCH will be a leading clinical facility dedicated to improving the health and wellbeing of babies, children, young people, women and their families.

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	20/07/23	20/07/25	Original version for graduate AS03
V2	25/09/2023	25/09/2025	Updated version for PSCM graduate AS03