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## SA Health Job Pack

<b>Job Title</b>	Research Officer
<b>Job Number</b>	684058
<b>Applications Closing Date</b>	17/2/19
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	The Royal Adelaide Hospital
<b>Location</b>	Adelaide
<b>Classification</b>	GFSc-2
<b>Job Status</b>	Temporary up to 12 months and part-time working 22.50 hours per week
<b>Indicative Total Remuneration*</b>	\$88,075/\$101,519 (pro rata)

## 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:

- Child Related Employment Screening - **DCSI**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- 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.

## Contact Details

<b>Full name</b>	Teresa Abela
<b>Phone number</b>	7074 2387
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# 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>	Research Officer
<b>Classification Code:</b>	GFSC-2
<b>LHN/ HN/ SAAS/ DHA:</b>	CAHLN
<b>Hospital/ Service/ Cluster</b>	Royal Adelaide Hospital
<b>Division:</b>	Cancer Service
<b>Department/Section / Unit/ Ward:</b>	Clinical Trials
<b>Role reports to:</b>	Director Clinical Trials Medical Oncology
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

To participate in research under the direction of the Laboratory Head towards achieving defined objectives and testing stated hypotheses with the purpose of acquiring new knowledge of value in the field of gastrointestinal toxicity laboratory and clinical research and to communicate that knowledge through appropriate channels.

### Direct Reports:

Responsible to the Laboratory Head to whom she/he reports directly.

### Key Relationships/ Interactions:

#### Internal

Report to laboratory head and other laboratory members on a fortnightly basis about the progress of the employee's scientific work

#### External

Interact as required with scientific colleagues at SAHMRI and University of Adelaide in order to advance the scientific work undertaken by the employee

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Achieving scientific aims of the project in a timely manner
- Providing high quality scientific reports of the work completed

**Delegations:**

Nil

**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 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 Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Information Privacy Principals Instruction – Premier and Cabinet Circular 12.
- > 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.

**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 *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.
- > Contribute to the Occupational Health and Safety of the RAH by taking reasonable care to protect personal health and safety and safety of other staff, wear protective clothing and use safety equipment as directed.
- > Some out of hours work may be required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contributes to planning of research by:	<ul style="list-style-type: none"> <li>• participating in planning sessions</li> <li>• offering new ideas on research directions</li> <li>• reviewing relevant literature and other sources of information</li> <li>• attending seminars and meetings</li> <li>• undertaking pilot studies</li> <li>• drafting proposals and research grant applications</li> </ul>
Contributes to the execution of research by:	<ul style="list-style-type: none"> <li>• actively participating in the production of data with limited freedom to explore possible new methods and directions</li> <li>• maintaining daily comprehensive records of work performed and results of studies</li> <li>• seeking relevant information from libraries, books and journals, electronic information systems and other sources of information</li> <li>• assessing the requirements for laboratory consumables or other appropriate resources required to conduct the studies.</li> </ul>
Contributes to the dissemination of new knowledge by:	<ul style="list-style-type: none"> <li>• drafting reports, abstracts, scientific papers and other instruments providing accounts of research undertaking and the findings observed</li> <li>• attending meetings, seminars and conferences</li> </ul>
Contributes to a safe and ethical working environment by:	<ul style="list-style-type: none"> <li>• complying with human ethics, animal ethics, privacy and other appropriate guidelines</li> <li>• compliance with occupational health and safety guidelines to minimise personal risk and risk to others and to notify a Supervisor if breaches of such guidelines by others are observed.</li> <li>• compliance with institutional and State Government policies on intellectual property</li> <li>• maintaining confidentiality of research proposals and research findings within IMVS/RAH</li> <li>• being familiar with the relevant policy and procedure manuals for the IMVS/RAH and to act in compliance with the guidelines contained therein</li> <li>• participating in performance assessments as prescribed by the employing institution.</li> </ul>

# Knowledge, Skills and Experience

## ESSENTIAL MINIMUM REQUIREMENTS

### **Educational/Vocational Qualifications**

- Bachelor of Science or Bachelor of Applied Science (Medical Laboratory Science) or equivalent.

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

- ability to work harmoniously in a team environment
- knowledge of scientific and medical terminology relevant to the project or program
- substantial knowledge of computing
- skilled in recording and analysing results, and preparing written communications
- a substantial knowledge of laboratory procedures relevant to studies to be undertaken
- high-level of oral and written communication skills
- a keenness to acquire knowledge and consider new concepts

### **Experience**

- at least three years of participation in relevant areas of research
- substantial experience in tissue culture and immunological techniques
- substantial experience of using computers for the recording, analysis and communication of all information
- substantial experience in working with animal models of tumours
- co-authoring of at least two publications in a reputable medical journal

### **Knowledge**

- a substantial knowledge in the field in which the research is being undertaken
- Knowledge of the guidelines for compliance with safety, risk management and equal opportunity

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- An Honours or PhD degree or postgraduate medical qualification for research in a relevant field

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

- A high-level of oral and written communication skills

### **Experience**

- Successful previous participation in research as evidenced by published work and/or presentations at scientific meetings

### **Knowledge**

- Knowledge of the literature involved in the research project
- Knowledge of the techniques used in the laboratory

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

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

### Health Network/ Division/ Department:

#### Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## 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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – 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.

## 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:**