Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Infrastructure Graduate
Classification Code:	ASO3
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	Infrastructure
Division:	Corporate and Infrastructure Division
Department/Section / Unit/ Ward:	Infrastructure Branch
Role reports to:	Senior Asset and Leasing Consultant
Role Created/ Reviewed Date:	October 2026
Criminal and Relevant History Screening:	☐ Aged (NPC) ☐ Working With Children's Check (WWCC) (DHS) ☐ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category Requirements:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- As an Infrastructure Graduate, you will support the delivery of property, accommodation, leasing and facilities management services across SA Health. The role provides an opportunity to apply academic knowledge in a practical environment while developing skills in property management, stakeholder engagement, project delivery and public sector governance.
- The Graduate will contribute to the effective management of SA Health's property portfolio by:
    - Supporting the administration of leased accommodation, property transactions and leasing activities across SA Health.
    - Assisting with facilities management, accommodation planning, fit-out projects, relocations and other property initiatives that support service delivery.
    - Assisting with research, analysis and administrative support activities to assist the delivery of property programs, projects and strategic initiatives.
    - Contributing to the administration and ongoing improvement of property-related systems, policies, procedures and reporting frameworks.
    - Liaising with internal and external stakeholders to support the coordination and delivery of property and accommodation outcomes.
    - Contributing to a safe, inclusive and collaborative workplace and undertaking duties in accordance with public sector values, relevant legislation and Work Health and Safety requirements.
- As a Graduate in the Public Sector, you will receive hands on experience, guidance and mentorship from experienced professionals, enabling you to develop essential skills critical to delivering services. Information and training will be provided across the varying functions.
- Your contributions will be instrumental in the support of effective and efficient delivery of works, management of property and assets, and supporting the government's commitment to transparency and accountability. Through your dedication and passion for public service, you will play a significant role in contributing to the overall success and positive impact of public sector operations.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Infrastructure (Asset Management & Strategy, Biomedical Engineering, Capital Planning, Capital Projects, Property, Leasing & Facilities, Sustainability & Environment and Technical Advisory) managers and staff.
- Relevant SA Health business units including Local Health Networks and Health Unit executives and managers.

External

- Other Government Departments and Agencies such as Department for Infrastructure and Transport (DIT), Renewal SA, Department of Environment and Water (DEW) and the Crown Solicitors Office (CSO)
- Other external stakeholders as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- The ability to connect the different operational requirements to support the efficient and effective management of activities within Infrastructure.
- The ability to understand multiple varying requests and provide accurate and consistent advice/reporting.
- Dealing with changing priorities and being able to adjust to the priorities of the team.
- Understanding of the information and records management / data systems that support Infrastructure e.g. Objective, ARCHIBUS, SAP, etc

Delegations:

- Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic / Analytical Critical Thinking	> Supporting the administration of leased accommodation, facilities management and property initiatives across SA Health. > Assisting with research, data analysis and market investigations to support the delivery property programs, projects and strategic initiatives. > Contributing to the administration and ongoing improvement of property-related systems, process improvement, efficiencies and service enhancements across property and accommodation functions. > Providing administrative support to analyse information, identify trends, risks and issues, and contribute to reports, briefings and recommendations for stakeholders and management. > Assisting in the ongoing maintenance of record keeping and documentation to support governance, compliance and audit requirements.
Property, Leasing and Facilities Services	> Assist with the administration and management of SA Health's leased accommodation portfolio, including lease renewals, reviews, documentation and stakeholder liaison. > Support property transactions, accommodation planning activities and occupancy management initiatives. > Assist with facilities management activities, contractor coordination and property-related service requests. > Support the planning and delivery of office fit-outs, refurbishments, relocations and accommodation projects. > Assist with property inspections, data collection and post-occupancy reviews as required.
Quality Standards	> Provide administrative and coordination support for key infrastructure initiatives and agency programs, including assisting with the implementation of change / improvement projects and initiatives. > Support the achievement of value for money outcomes by undertake research, information gathering, and contributing to recommendations in consultation with senior staff and stakeholders. > Contribute to continuous improvement initiatives by assisting with the development, testing and implementing of processes and tools that improve information quality, compliance monitoring, performance reporting and supporting the identification of improvement opportunities. > Assisting with maintaining accurate records, documentation and supporting evidence to ensure clear audit trail for activities and tasks, and assist with audit, governance and compliance requirements as required.
Business support functions including reporting and analytics	> Contributing to the preparation of reports, correspondence, presentations and briefing materials. > Support property and lease data management, reporting and analysis requirements. > Assist with financial analysis including rent reviews, CPI adjustments, budget monitoring and property expenditure reporting. > Assist with benchmarking and market research to support leasing

Key Result Areas	Major Responsibilities
	negotiations, accommodation planning and strategic property decisions. > Assisting in the ongoing maintenance of record keeping and documentation to support governance, compliance and audit requirements.
Relationship Management	> Foster positive relationships with other relevant government departments. > Collaborate with internal stakeholders across SA Health, including government departments, to understand business needs. > Supporting cross-functional collaboration to align infrastructure activities with public policy objectives.
Team membership	> Contribute to the overall effectiveness and efficiency of the infrastructure branch in Department for Health and Wellbeing. > Participate in team meetings, providing valuable insights and supporting team objectives. > Engage in professional development opportunities to enhance infrastructure knowledge and public sector expertise. > Embrace a collaborative and inclusive team culture, reflecting the values of the public organization.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

> A university degree.

Personal Abilities/Aptitudes/Skills:

> Ability to show initiative in planning and prioritising high volumes of work in order to meet agreed goals and objectives and ensure deadlines are met and 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.
> 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:

- Bachelor of Commerce (Property) or related Bachelor of Property, Real Estate or other like discipline is preferrable.

Personal Abilities/Aptitudes/Skills:

- The ability to influence stakeholders face-to-face, and indirectly, whether through verbal or written communication.
- The ability to prioritise and manage multiple tasks simultaneously, so that critical tasks are managed appropriately.
- The ability proactively to initiate stakeholder communication so that expectations are effectively managed.
- The ability to proactively design and develop interactive reports and process documentations for the purposes of streamlining and providing up to date information.

Experience:

- Customer service-related experience.

Knowledge:

- Understanding of government or public sector policies, processes and procedures
- Experience in connecting, importing, transforming and synthesising data and information, presented in different ways

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 Infrastructure Branch is part of the Corporate and Infrastructure Division within the Department for Health and Wellbeing. Infrastructure contributes to the delivery of a safe, efficient, effective, and environmentally sustainable public health system by planning for, delivering and sustaining infrastructure to meet the needs of clients across SA Health. Infrastructure includes the Capital Projects Team; Property, Leasing, Accommodation and Facilities Team; and the Asset Management and SA Biomedical Engineering Team.

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	28/09/2023	28/09/2025	Updated version for Infrastructure graduate AS03
V3	22/10/2026		Updated version for Infrastructure Graduate 2027 Program