SA Health Job Pack

Job Title	Manager, SA MET and Office for Research
Eligibility	Open to Everyone
Job Number	708383
Applications Closing Date	28 February 2020
Region / Division	Department for Health and Wellbeing
Health Service	System Leadership and Design
Location	Adelaide
Classification	ASO8
Job Status	Full Time / Ongoing Appointment
Salary	$112,305-$116,613

Contact Details

Full name	Pip Stanford-Bluntish
Position Title	Project Support Admin Officer
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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 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:

Working with Children Screening - **DHS**	**No**
Vulnerable Person-Related Employment Screening - **NPC**	**No**
Aged Care Sector Employment Screening - **NPC**	**No**
General Employment Probity Check - **NPC**	**Yes**

Further information is available on the SA Health careers website at https://www.sahealthcareers.com.au/information/, or by referring to the nominated contact person above.

Immunisation Risk Category

Category C (minimal patient contact)

Salary

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact).

[Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

☞ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;

☞ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to http://www.sahealthcareers.com.au/information/ for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.

- Information for Applicants

- Criminal History Assessment requirements

Role Title:	Manager, SA MET and Office for Research
Classification Code:	ASO8
LHN/ HN/ SAAS/ DHW:	DHW
Hospital/ Service/ Cluster	
Division:	System Leadership and Design
Department/Section / Unit/ Ward:	South Australian Medical Education and Training Unit and Office for Research
Role reports to:	Chief Medical Officer
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	☐ Aged (NPC) ☐ Child- Prescribed (DCSI) ☐ 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:

The Manager, SA MET and Office for Research is responsible for leading the delivery of high quality and current medical education, accreditation and research programs, functions and services across SA Health which are responsive to the needs of the Agency and the professional development of its workforce. In this capacity, the position leads and facilitates the development of targeted and flexible medical education including promoting and facilitating information sharing across outsourced providers and LHN's to influence an integrated and cohesive approach to medical education across SA Health. The Manager, SA MET and Office for Research is also responsible for leading and managing the strategic planning and delivery of annual, medical workforce recruitment services, the delivery of high quality and responsive accreditation services, and ensures that SA MET and Office for Research Unit research, ethics and governance activities comply with industry best practice and national and state policies.

Direct Reports:

> Manager Accreditation and Education
> Project Officer TMO Coordinator
> Manager, Medical Training Pathways
> Executive Assistant and Project Officer
> 11 x indirect reports

Key Relationships/ Interactions:

Internal
> Chief Medical Officer
> Office of the Chief Medical Officer management and staff
> SA MET and Office for Research management and staff

External
> Medical Education Units across SA Health teaching hospitals.
> SA Local Health networks.
> SA Health medical education and research related advisory committees, councils and boards
> Medical workforce education and training consultants, training and service providers
>

Challenges associated with Role:
Major challenges currently associated with the role include: > Leading and facilitating a holistic and cost effective approach to the delivery of high quality and current medical training, accreditation and education programs and services which are responsive to the needs of the Agency and the professional development of its workforce. > Working collaboratively and effectively with LHNs and Executive Directors of Medical services to ensure alignment of objectives and that consistent and appropriate education and research governance processes are maintained across SA Health.

Delegations:
> Level 4

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Management and leadership	> Lead and facilitate the delivery of high quality and current medical training, accreditation and education programs and services which are responsive to the needs of the Agency and the professional development of its workforce. > Determine education, training and accreditation goals and priorities, develop, manage and evaluate resource plans, KPI's and budgets and provide relevant reporting to inform strategic and operational decision making. > Deliver leadership to the identification, resolution and evaluation of complex risks and issues and provide specialist advice and related reports and recommendations to the Chief Medical Officer, medical education units across the state, vendors and service providers. > Formulate, develop and implement, innovative and contemporary policies, standards and procedures for complex and critical education, research and accreditation functions, and deliver expert advice to inform and influence the development of related Agency policy and guidelines. > Lead and manage the effective design, project management and evaluation of critical service delivery initiatives and projects, including ensuring compliance with all relevant legislative, departmental and state government policies, standards and guidelines. > Lead and manage high performing teams in the delivery of responsive medical education and research support, services and governance activities including establishing clear roles and expectations, prioritising workloads, communicating priorities and providing direction to staff
Workforce	> Lead and manage the strategic planning, delivery and evaluation of annual, merit based medical workforce recruitment services and processes and the allocation of Interns and Trainee Medical Officers (TMO) across public hospitals. > Liaise with medical schools in SA to ensure the provision of accurate and timely data on student numbers and to resolve issues and risks related to intern employment opportunities and pathways. > Oversee and influence the implementation of the medical trainee data collection framework and manage the development and implementation of intern and TMO workforce prediction models. > Develop collaborative working relationships with, and provide consultancy services to, state and national bodies, health units and teaching institutions on medical workforce and training policy, issues and risks.
Medical Education	> Lead and facilitate the development of targeted and flexible medical education including promoting and facilitating information sharing across outsourced providers and LHN's to influence an integrated and cohesive approach to medical education across SA Health. > Lead the delivery of outsourced, contemporary medical education, to achieve SA Health and medical workforce requirements including overseeing the negotiation, implementation, evaluation and performance management of significant contracts. > Manage the development, implementation and support of SA MET's online education services to deliver medical education, training and accreditation throughout South Australia including driving innovation and ensuring that web-based communications and resources are relevant, informative and audience focused.

	>	Identify, plan and manage the delivery of support to SA MET staff and LHN/hospital-based medical education and training units to facilitate the use of contemporary web-based tools and services.
	>	Oversee the development, implementation and evaluation of an appropriate governance framework for SA METs Online Services
Accreditation	>	Lead and manage the delivery of high quality and responsive accreditation services, investigations, evaluations and projects.
	>	Lead the development, implementation and evaluation of accreditation services, on behalf of the Medical Board of Australia and the Minister for Health, which align with the requirements of the Australian Medical Council,
	>	Lead the development and maintenance of collaborative partnerships with LHNs, supervisors and Directors of Clinical Training to ensure accreditation approaches are aligned with the national objectives of a regulated prevocational medical accreditation function.
	>	Lead the delivery of a highly accountable first point of contact service for concerns related to the safety and quality of junior doctor training environments and ensure a high level of integrity and sensitivity in decision making and support for the medical workforce
SA Health research, ethics and governance	>	Lead the strategic planning, development and review of research related policies and frameworks including working with key government, industry and tertiary education stakeholders to set priorities and align agendas for research in SA.
	>	Manage and ensure that SA MET and Office for Research Unit research, ethics and governance activities comply with industry best practice and national and state policies including the SA Health Research Ethics Policy and SA Health Research Governance Policy.
	>	Oversee the delivery of comprehensive support for departmental committees and advisory bodies, including the SA Health Human Research Ethics Committee.
	>	Lead and oversee the effective implementation, management and ongoing maintenance of the Australian Research Ethics Database (AU RED) across the South Australian public health system to ensure the availability and security of high quality research data and information.
	>	Lead and manage specialised support and services for state wide clinical trials including a central point of contact service for sponsors, researchers, coordinators and participants.
	>	Foster and maintain effective partnerships and networks across SA Health, SAHMRI, Health Translation SA, clinical research committees, universities and Local Health Networks to facilitate a strategic, consistent and whole of system approach to research and clinical trials.
	>	Lead and manage the development of research related documents, legal agreements and business plans to ensure SA Health is a collaborative partner and promotes quality research in SA.
	>	
Consultancy, advice and engagement	>	Initiate, influence and maintain relationships with and between key internal and external stakeholders and facilitate effective communication channels to promote successful stakeholder relationships.
	>	Foster partnerships across SA Health business units, LHN's, education providers and state and national and regulatory bodies to drive continuous improvement in medical training, accreditation and education programs and service delivery.
	>	Providing strategic advice to the eHealth Systems executive, including drafting letters, briefings, presentations and documents across the

	range of Corporate Services.
	> Liaise with Australian Health Practitioner Regulation Agency (AHPRA) and provide specialist advice across SA Health and state and national interest groups in relation to related frameworks and standards to facilitate a cohesive approach to education and workforce related issues and opportunities.
	> Work closely with Executive Directors across all SA Health networks to drive efficiencies, and a holistic focus, in the delivery of training across the Department.
	> Represent the agency at across agency and national forums and committees to provide specialist advice on medical workforce education and accreditation and to advocate for cohesive and integrated responses to systemic issues and risks.
Continuous Improvement	> Lead, influence and support opportunities for business and process improvements in Office of the Chief Medical Officer, System Leadership and Design and SA Health.
	> Identify and drive strategic change initiatives that deliver improved services, practices, processes and outcomes.
	> Participate on, and support, internal and external advisory groups, expert panels, working groups and committees.
	> Recognise and assess the likely implications of change on the Division's and Agency's internal and external stakeholders and partners and facilitate working through these in a consultative way.
	> Review and evaluate current policy, processes and practices to inform the delivery of improved service practices and outcomes which meet SA Health workforce training and education requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Personal Abilities/Aptitudes/Skills:

> An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

> Proven ability to be adaptive, think strategically, conceptualise, and apply high level analytical skills, innovation and expertise resolve complex problems and make sound decisions based on an analysis of risk and complex medical workforce and business needs.

> Highly developed interpersonal and written and verbal communication skills to influence, consult and liaise collaboratively with a range of key stakeholders across a large government health organisation and government agencies at state and commonwealth level, provide sound advice to senior levels, and prepare written reports and briefings on a range of sensitive, confidential and complex issues.

> Demonstrated ability to work under broad direction and exercise significant levels of independent judgment and delegated authority to determine and manage a diverse workload with multiple, competing priorities to deliver business outcomes and drive continuous improvement.

> Strong leadership skills to manage varying stakeholder agendas, undertake negotiations to resolve conflict and motivate and inspire others to work together as a team to achieve objectives in a climate of significant change,

Experience

> Significant experience in leading, coordinating and reporting on strategic medical workforce education, accreditation and research services, functions and programs in accordance with regulatory and corporate frameworks goals and priorities.

> Extensive experience in a leading and managing the performance and development of high performing teams in the delivery of high quality, customer centric, services.

> Extensive experience identifying and analysing complex and sensitive medical workforce and research governance and administrative information, systems and processes, developing and delivering service strategies, and preparing concise and accurate briefings, reports and advice to Executive and senior management.

> Demonstrated experience in managing change in a complex organisation, including leading and facilitating process re-engineering and developing, implementing and evaluating strategies plans and programs to facilitate an integrated and cohesive approach to service delivery.

Knowledge

> Extensive knowledge of the principles, policies, practices and frameworks associated with the management, administration and governance of medical research, accreditation and education in a public health environment.

> Detailed knowledge and understanding of relevant government policies, legislation, industrial agreements, standards, codes, ethics and competency standards.

> Sound knowledge of the health industry, medical workforce education and training approaches, and issues and developments in, medical education and medical workforce environments.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications
> Degree qualifications in health, education, research, business, management or equivalent.

Knowledge

> Knowledge of the Commonwealth and State health systems and emerging trends and developments in health, health service delivery and in health system policy and administration.

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.

> *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, 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.

> Code of Fair Information Practice.

> Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.

> Relevant Australian Standards.

> Duty to maintain confidentiality.

> Smoke Free Workplace.

> To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.

> Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

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 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.

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 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:

The South Australian Medical Education and Training Unit is responsible for ensuring high quality, safe and efficient medical education and training across South Australia. The Unit supports a Health Advisory Council and several committees and is the delegated authority on behalf of the Medical Board of Australia for accreditation of medical intern training. The Unit leads the system for application and allocation of junior doctor training positions, including liaising with medical schools, student groups and employers about the medical training pipeline, capacity for intern training and knowledge management on graduate and trainee numbers. The Unit makes a significant contribution to the medical education reform agenda and works collaboratively with other jurisdictions to develop policies and lead initiatives to improve junior doctor training in Australia.

The SA Health Office for Research provides a central research ethics and governance function for SA Health and other government agencies and key stakeholders as required. The Office works collaboratively with Local Health Networks and national groups to develop, streamline and quality assure processes relating to research, including clinical trials.

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 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: