



## ROLE DESCRIPTION

<b>Role Title:</b>	Executive Officer
<b>Classification Code:</b>	ASO4
<b>LHN/ HN/ SAAS/ DHW:</b>	Department for Health and Wellbeing
<b>Hospital/ Service/ Cluster</b>	N/A
<b>Division:</b>	Commissioning & Performance Division
<b>Department/Section / Unit/ Ward:</b>	Finance
<b>Role reports to:</b>	Director, Financial Services and Reporting
<b>Role Created/ Reviewed Date:</b>	September 2022/ September 2025
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged Care Sector (DHS) <input type="checkbox"/> Working With Children Check (WWCC) (DHS) <input type="checkbox"/> National Disability Insurance Scheme Worker Screening check (DHS) <input checked="" type="checkbox"/> Nationally Coordinated Criminal History Check (NCCHC) <input type="checkbox"/> Protective Security Clearance
<b>Immunisation Risk Category Requirements:</b>	<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:

The Executive Officer is accountable to the Director, Financial Services and Reporting (Business Unit) and is responsible for providing a range of effective administrative services and executive support. The Executive Officer contributes to the achievement of integrated, relevant, and timely support and systems to underpin the business needs of Business Unit in the Department for Health and Wellbeing (DHW).

The Executive Officer provides support to ensure accurate application of operational processes, procedures, guidelines to ensure the effective running of the Business unit and support compliance with Government policy, governance frameworks and financial standards.

### Direct Reports:

Nil.

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Director, Financial Services and Reporting and maintains strong partnerships within the commissioning & Performance Division.
  - > Works closely with and provides support to DHW Finance staff
  - > Liaises with managers and staff in DHW, SA Health Local Health Networks and Health Agencies,
- #### External
- > Liaises with other public sector agencies including Department of Treasury and Finance and the Office of the Commissioner for Public Sector Employment.
  - > Liaises with external vendors, non-Government agencies, private sector organisations and members of the public as needed.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Working under pressure, managing multiple projects simultaneously, prioritising workload and keeping track of progress.
- > Maintaining a high standard of integrity and confidentiality.
- > Maintain flexibility as focus and directions change within a dynamic and complex work environment.

**Delegations:**

- > Nil

**Key Result Area and Responsibilities**

Administrative services	<ul style="list-style-type: none"> <li>&gt; Provide day to day support to the Director, Financial Services and Reporting</li> <li>&gt; Monitor and coordinate timely correspondence and approval activity..</li> <li>&gt; Work co-operatively with other administrative staff to provide back-up services for core functions of the Division in times of need.</li> <li>&gt; Establish and maintain effective working relationships with senior managers and relevant Finance Staff on policy and procedural matters.</li> <li>&gt; Develop appropriate administrative service continuity strategies and procedures for the Business Unit.</li> <li>&gt; Maintain asset registers for devices</li> <li>&gt; Assist managers with the coordination of induction services to new employees and offboarding services for leaving employees within the Business Unit.</li> <li>&gt; Manage and maintain organisation charts and contact lists for the Business Unit.</li> <li>&gt; Contributes to relevant decision-making processes, especially regarding the corporate support services, guidelines and procedures.</li> <li>&gt; Provide Executive Officer duties including co-ordinating meetings, preparing agendas, taking notes and actions and distributing papers when required.</li> <li>&gt; Support recruitment and selection processes, including advertising, vacancy management and other associated processes.</li> <li>&gt; Ensure timely and accurate completion of personnel and payroll forms, and supporting maintenance of HR databases and systems.</li> <li>&gt; Contribute to other general administrative services as required within the scope of the role to respond to changing business needs.</li> </ul>
Communication and Document Management	<ul style="list-style-type: none"> <li>&gt; Ensure quality control of briefings going to and from the Director, Financial Services and Reporting.</li> <li>&gt; Utilise records management systems under the Objective Use Policy.</li> <li>&gt; Support the Business Unit in understanding how to meet the needs of document and records management compliance.</li> <li>&gt; Provide support for correspondence including workflow processes across the Division.</li> </ul>
Supports effective financial management	<ul style="list-style-type: none"> <li>&gt; Plan, coordinate and ensure the timely and accurate delivery of an annual program of DHW Annual Financial Statements including Year-End Data Requests, Fixed Asset Stocktakes and the consolidation of divisional returns for approval.</li> <li>&gt; Provide support in relation to Financial Statement processes including engaging with staff to ensure the timely collation of accurate and timely Annual agency statements that identify specific targets for publication in</li> </ul>

	<p>DHW Annual report.</p> <ul style="list-style-type: none"><li>&gt; Coordinate the distribution of relevant DHW Financial Statement templates.</li><li>&gt; Contribute to budget reporting matters through corporate finance systems (SHARP Reporting).</li><li>&gt; Contribute to responses for regular financial and procurement audit requests.</li><li>&gt; Coordinate relevant financial delegation changes as required</li><li>&gt; Provide input into relevant financial reporting and procedures and analysing various reports that impact Procurement, Supply Chain, and Finance financials.</li><li>&gt;</li></ul>
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## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Demonstrated ability to draft clear, concise, and accurate correspondence, reports, and briefs that meet the Director's standards and support decision-making.
- > Demonstrated ability to use initiative and resourcefulness, to objectively and logically identify tasks and develop appropriate solutions to business needs.
- > Proven ability to handle sensitive information with confidentiality, especially in a government setting where discretion is essential.
- > Demonstrated ability to establish good working relationships with internal and external stakeholders with a commitment to provision of excellent customer service.
- > Demonstrated ability to work under pressure, use sound judgement and apply excellent organisational skills to achieve high quality outcomes within agreed timeframes.
- > Demonstrated ability to work in a team environment and independently with some degree of autonomy under limited direction or supervision.
- > Sound analytical ability to identify and analyse problems and formulate and implement appropriate courses of action.
- > Ability to be flexible and adaptable in response to organisational and operational change.

#### **Experience**

- > Demonstrated experience in the use of computing software (specifically the Microsoft range of products) and database packages to prepare and format complex word documents, analyse information using formulas within spreadsheets and produce high quality documents and presentation materials.
- > Experience in coordinating and monitoring administrative systems and resources to meet specified outcomes, including correspondence management.
- > Experience in the identification, development and implementation of continuous improvement and best practice strategies.

#### **Knowledge**

- > Respect for, and understanding of, confidentiality and privacy provisions.
- > Sound computer literacy skills and knowledge using Microsoft Office suite.

### **DESIRABLE CHARACTERISTICS**

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

#### **Experience**

- > Experience in using corporate financial systems including Oracle and SHARP Reporting.
- > Experience with SA Government systems (like Objective, Basware, etc.) and protocols for correspondence, ministerial briefs, and internal approvals, or a willingness to quickly learn.

#### **Knowledge**

- > Knowledge of government administrative, correspondence and records management procedures, processes and systems.
- > Knowledge and understanding of the structure and processes of government and associated operations, policies, functions and activities.

**Special Conditions:**

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have the satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive* or its successor.
- > **Appointment is subject to immunisation risk category requirements (see page 1). 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:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

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

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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.
- > 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)*.
- > *SA Information Privacy Principles*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To create an inclusive and responsive environment where Aboriginal and Torres Strait Islander consumers are welcomed, valued and respected for their cultural knowledge and lived experiences. Our commitment extends to enhancing culturally safe workplaces by investing in our Aboriginal and Torres Strait Islander workforce, aligning with the SA Health Aboriginal Workforce Framework.
- > To elevate the cultural capability of our non-Aboriginal staff, ensuring they can drive meaningful improvements in the health system, policies, planning and practices. This ensures our services are responsive to the cultural needs identified by Aboriginal and Torres Strait Islander people.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.

SA Health/LHN/SAAS policies, procedures and standards

**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 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.

### Corporate Services: Procurement, Supply Chain, and Finance

Operating within Corporate and Infrastructure Division, Procurement, Supply Chain, and Finance (PSCF) are responsible for the overarching strategic planning, governance and direction of SA Health's spend and critical requirements for goods and services. The role of PSCF includes the development of policies and processes to enable access to appropriate goods and services across SA Health, ensuring value-for-money procurement outcomes and timely delivery of products and services to enable the delivery of safe, affordable, and sustainable healthcare.

Using a centre-led model, PSCF leads allowing Local Health Networks and attached agencies the autonomy to complete procurement processes and contract management while adhering to cross-government policies and frameworks.

Four key pillars underpinning the work that is done within PSCF, are 'Our People, Our Patients, Our Technology and Our Partnerships. PSCF believe having the right people is the key to success. They adopt a patient focused mindset with everything they do and work to develop strong relationships with suppliers and stakeholders. By updating end-to-end capabilities through technological initiatives enables, PSCF continually works towards enabling safe, affordable, and sustainable healthcare for all South Australians.

## 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* (Code of Ethics) 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

*The Code of Ethics 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	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		