



ROLE DESCRIPTION

Role Title:	Manager – Legislation and Policy
Classification Code:	ASO8
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	Mental Health
Division:	Office of the Chief Psychiatrist
Department/Section / Unit/ Ward:	Office of the Chief Psychiatrist
Role reports to:	Director of Mental Health Planning, Policy, Safety
Role Created/ Reviewed Date:	2010/ October 2020
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input checked="" 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:

The Manager – Legislation and Policy, is responsible for provision of strategic and interpretive advice to support the Office of the Chief Psychiatrist (OCP) and SA Health in their statutory obligations under the *Mental Health Act 2009*, in line with the South Australian and National mental health reform agendas.

The incumbent will contribute to the improvement of the quality and effectiveness of state-funded mental health services, and outcomes for consumers and their families, by:

- > Leading the legislation and policy stream of OCP responsibilities in relation to the administration of the *Mental Health Act 2009*, including its review
- > Significant contribution to the vision, goals and leadership of the OCP
- > Contribution to policy and guidelines that may impact upon or be impacted by the functions of the OCP
- > Management and supervision of relevant OCP Legislation and Policy staff
- > Collaboration with diverse stakeholders.

Direct Reports:

The Manager – Legislation and Policy is responsible for leading and providing direction to the following policy, project and administration officers of the OCP to achieve outcomes:

- > Principal Policy Advisor ASO7 (M43811)
- > Principal Advisor – MH Training and Collaboration ASO7 (M44220)
- > Accountability and Compliance Project Officer ASO7 (P18525)
- > Information Coordinator MH Legislation ASO3 (M44230).

Key Relationships/ Interactions:

Internal

- > The Manager – Legislation and Policy reports to, receives direction from and works in close collaboration with the Chief Psychiatrist (CP) and Director, Mental Health Planning, Policy, Safety.
- > The incumbent collaborates with officers and other managers within the OCP and with other divisions in the Department for Health and Wellbeing.
- > The incumbent collaborates with senior managers and mental health clinicians throughout SA Health and the health regions.
- > The incumbent understands the role of other senior managers within the OCP and may be involved in integrated project strategies and associated outcomes.

External

- > The incumbent is required to establish and maintain consultative and collaborative working relationships with external stakeholders, including people with lived experience, other government agencies, other health jurisdictions, private health providers, non-government organisations, advocates and other related statutory officers.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Establishing and maintaining strategic relationships, alliances and networks with a range of key stakeholders within SA Health and across Government.
- > Assisting with interpretation and managing implementation of the revised *Mental Health Act 2009* and its future iterations.

Delegations:

- > Level 4, Finance Delegation
- > Level 4, Human Resources Delegation

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute significantly to the vision, goals and leadership of the OCP	<ul style="list-style-type: none">> Supporting the strategic vision and goals of the OCP> Identifying and developing future strategic initiatives> Managing and contributing to existing strategic projects> Providing high level support and advice to the CP in the setting of objectives, business planning and policy direction> Providing advice and guidance to CP in relation to significant opportunities, challenges, risks and management issues
Contribute to the strategic and business planning activities of the OCP, particularly in the Legislation and Policy stream	<ul style="list-style-type: none">> In collaboration with other OCP managers, developing and implementing a framework for business planning, governance and day to day operations that encompasses National, State, SA Health and mental health service requirements> Take a senior role in planning activities> Ensuring individual work plans in the Legislation & Policy stream are aligned with OCP and broader strategic requirements, are coordinated, and are realistic regarding resources

	<ul style="list-style-type: none"> > Monitoring and reporting on the activities of the OCP (including the drafting of regular reports on behalf of the CP) > Developing, implementing and monitoring practices and processes to ensure OCP meets requirements as per the Act > Developing, implementing and coordinating innovative and complex initiatives
Coordinate and contribute to the development of policy and guidelines	<ul style="list-style-type: none"> > Providing high quality advice to the CP and OCP staff with recommendations for specific policy and guidelines concerning: <ul style="list-style-type: none"> o <i>Mental Health Act 2009</i> o Intersection of <i>Mental Health Act 2009</i> with other Acts > Providing broad advice and decision making support in relation to: <ul style="list-style-type: none"> o Mental health services o Mental health standards o State Mental Health agenda, including the SA Mental Health Services Plan 2020-2025 > Managing the development, implementation and review of policies and guidelines > Liaising and negotiating with the CP, other Directors, Managers and staff on a range of policy and program issues > Ensuring appropriate policy analysis, research and review
Manage and supervise staff to achieve OCP business objectives	<ul style="list-style-type: none"> > Line managing policy, project and administration officers > Providing support, advice and direction to individuals and the team > Ensuring participation in formal performance development and encouraging other development opportunities > Managing the performance of staff through feedback, coaching and recognising and rewarding achievement > Leading individuals and the team through change management and service improvement activities > Managing the human resources activities required
Manage and collaborate with diverse stakeholders by	<ul style="list-style-type: none"> > Establishing and managing relationships with key stakeholders to develop and maintain strategic partnerships > Identifying, developing and managing consultation frameworks to meet OCP requirements > Establishing and managing stakeholder communication channels > Representing the OCP on behalf of CP as required on working parties, committees or in other forums

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Proved ability to manage a complex workload and prioritises effectively the work of a business unit
- > Flexible and collaborative approach to OCP service delivery and its impact on other departments.
- > Proven ability to think strategically, innovate and resolve complex problems
- > Proven ability to negotiate successful outcomes with a range of internal and external stakeholders
- > Strong leadership ability, particularly the demonstrated ability to influence, motivate and inspire others to achieve objectives
- > Proven ability to communicate, both verbally and in writing with a range of internal and external stakeholders in regard to sensitive and complex issues
- > Demonstrated commitment to, empathy for, and ability to work respectfully with mental health consumers, carers, clinicians and administrators
- > Proven ability to deliver on time, on budget outcomes
- > 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 31000:2018 Risk Management- Principles and Guidelines, or to an equivalent set of standards

Experience

- > Experience in strategic planning and policy development, especially as it relates to mental health services, clinical improvement and/or safety and quality
- > Extensive experience in navigating departmental and governmental processes
- > Extensive experience in providing leadership in a climate of change and continuous service improvement
- > Significant experience in project management
- > Demonstrated experience in the management, supervision and development of staff

Knowledge

- > Sound knowledge of South Australian mental health service systems, operations, legislation, policy and reform agenda
- > Knowledge of national mental health reform strategy and agenda
- > Knowledge of SA Health policy directions more broadly
- > Thorough knowledge of service improvement concepts and practices
- > Knowledge and experience in the manipulation, interpretation and presentation of data

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Relevant tertiary qualifications in health services related disciplines or public administration

Personal Abilities/Aptitudes/Skills:

- > Proven ability to work effectively within a politically sensitive context

Experience

- > Demonstrated experience in the management of a business unit, including monitoring income and expenditure, and the preparation of budgets and reports

Knowledge

- > An understanding of emerging directions within the mental health landscape in South Australia, nationally and internationally

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 provided the 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 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.

Office of the Chief Psychiatrist:

The role of the Chief Psychiatrist is to:

- safeguard the rights of individuals
- improve service delivery
- guide the administration of the *Mental Health Act 2009*, and
- monitor standards and services.

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	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	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019	9/6/2020	Updated legal entities to include new regional LHN's.
V8	10/6/2020		Update Risk Management Statement