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SA Health Job Pack

Job Title	Program Manager, Healthy Workplaces
Eligibility	Open to Everyone
Job Number	741178
Applications Closing Date	Friday, 4 December 2020
Region / Division	Wellbeing SA
Health Service	Partnerships and Programs
Location	Adelaide
Classification	ASO7
Job Status	Full Time / Ongoing Appointment
Salary	\$101859-\$110107

Contact Details

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Position Title	A/ED, Prevention & Population Health
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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's Check (WWCC) - 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 DESCRIPTION

Role Title:	Program Manager, Healthy Workplaces
Classification Code:	ASO7
Agency:	Wellbeing SA
Directorate:	Prevention and Population Health
Team:	Partnerships and Programs
Role reports to:	Manager, Partnerships and Programs
Role Created/ Reviewed Date:	September 2020
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input 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:
<p>Reporting to the Manager, Partnerships and Programs, the Program Manager, Healthy Workplaces is responsible for the development, implementation and evaluation of evidence based public health policies, programs and initiatives with a focus on healthy workplaces in South Australia.</p> <p>This leadership role will lead the Healthy Workplaces approach which aims to encourage all South Australian employers and employees to create workplace environments and cultures that support health and wellbeing.</p> <p>The Program Manager, Healthy Workplaces will be responsible for leading implementation of relevant actions within the Wellbeing SA Strategic Plan 2020-2025 related to creating healthier communities and environments, focusing on workplaces.</p> <p>The Program Manager, Healthy Workplaces will contribute to the promotion and provision of effective leadership, vision and strategic initiatives of Wellbeing SA.</p>

Direct Reports:
> ASO6 Project Officer, Healthy Workplaces

Key Relationships/ Interactions:
<p><u>Internal</u></p> <p>> Maintain cooperative and productive working relationships with the Executive Director, Prevention and Population Health, Manager Partnerships and Programs, other staff within the Prevention and Population Health Directorate and across Wellbeing SA.</p> <p><u>External</u></p> <p>> Maintain effective collaborative working relationships with multiple stakeholders in health, public and private organisations and the general public, with a particular focus on those member agencies of the SA Collaborative for Workplace Health and Wellbeing.</p>

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> > Balancing competing priorities, tight timeframes to deliver high quality outcomes. > Developing and sustaining inter-sectoral partnerships across all levels of government, including Local Government. > Developing, delivering and supporting high level processes that facilitate the implementation of cross cutting agendas for public health action involving multiple stakeholders. > Implementing priority driven, focused public health action in a dynamic and changing environment.

Delegations:
> Financial delegation Level 4

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Partnerships: Public Health Planning and Programs	<ul style="list-style-type: none"> > Plan, develop, coordinate, deliver and evaluate complex prevention, promotion, health communication and education approaches to improve public health outcomes. > Work with, and provide public health consultancy services to a range of organisations including Local Health Networks, other State government departments, private enterprises and unions to lead, develop and implement coherent population health prevention and promotion plans, partnerships and strategies with a focus on healthy workplaces. > Develop and utilise relationships, including through Public Health Partnership Authorities across State Government, the non-government sector, university sector and private enterprises, to facilitate the complex engagement of stakeholders that progresses public health priorities in regard to enhancing workplace environments and cultures that support health and wellbeing. > Work with other public health units to provide expertise, information and support in public health planning and activities to Public Health Partner Authorities, state government agencies, NGOs, the private sector and Unincorporated Areas of the State. > Contribute to the identification, support and facilitation of workforce development opportunities, in consultation with stakeholders, for Wellbeing SA, SA Health staff, State and Local Government employees.
Health System Interface	<ul style="list-style-type: none"> > Liaise and collaborate with the wider health care system to coordinate the implementation and reporting of activities related to healthy workplaces. > Develop and implement high level processes that facilitate and coordinate the integration of public health planning and health care planning across the system. > Support high level processes associated with the development of relationships with Public Health Partners (including Primary Health Networks), and Local Health Networks (LHNs) to strengthen primary prevention links to relevant state and local public health plans and priorities.
Continuous Improvement	<ul style="list-style-type: none"> > Deliver customer focussed service provision and activities through an integrated team approach and culture which is highly responsive to the needs of business partners and external clients. > Provide expert input to the development and implementation of public health policies, programs, procedures and a quantifiable unit business plan to meet the objectives of the Wellbeing SA Strategic Plan 2020-2025, <i>South Australian Public Health Act, 2011</i>, the State Public Health Plan and key health strategies. > Support and contribute to the implementation of organisational improvement and change initiatives. > Develop, support and maintain a positive work culture which is based on Wellbeing SA's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Promote the integration of Health in All Policies philosophy, understanding and practice into local and state government policy and programs. > Undertake complex research to develop departmental high quality and succinct documents, correspondence, and briefings that contribute to

	<p>the evidence base and promote population health outcomes, especially in relation to healthy workers and workplaces.</p> <ul style="list-style-type: none"> > Guide and develop an understanding, amongst internal and external stakeholders, of the <i>South Australian Public Health Act, 2011</i> and other relevant public health and related legislation to apply the objectives and principles of the <i>South Australian Public Health Act, 2011</i> contained within the Act.
<p>Relationships and Advice</p>	<ul style="list-style-type: none"> > Contribute public health and healthy workplace consultancy as required to the development, planning, implementation, evaluation and coordination of relevant components of strategic and operational Wellbeing SA plans. > Liaise, collaborate and build relationships with key internal and external stakeholders to inform, guide and support the development of Wellbeing SA strategies and services. > Participate on relevant internal and external committees, forums and working groups to provide expert advice, and to promote government and Wellbeing SA policy and positions for public health planning and prevention issues. > Chair and/or provide support to groups and committees as required, and represent Wellbeing SA at inter-agency meetings as required.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to actively seek out, engage and develop productive relationships with relevant stakeholders to influence healthy public policy and advocate for effective health improvement activity using the understanding of an organisations operations, cultures and perspectives.
- > Demonstrated ability to communicate effectively, verbally and in writing to a wide range of audiences including senior level staff, Government and non-Government agencies.
- > Demonstrated ability to work with a high level of independence, accountability and judgement.
- > Demonstrated ability to assess, understand and report on complex matters in a clear and concise way and to exercise tact and consistency when dealing with issues of a sensitive and confidential nature.
- > Demonstrated ability to conduct research activities, identifying best practice initiatives and provide associated analytical reports.

Experience:

- > Significant experience working with partners and stakeholders to plan, implement and evaluate multi- strategy healthy worker or workplace interventions and education programs.
- > Significant experience in contributing evidence based advice and input into policy in different spheres of government which have a bearing on population health, including worker and workplace health.
- > Experience in undertaking a range of high level research and analysis in finding relevant and appropriate sources of information, assessing its quality and usefulness and identifying the strengths and weaknesses of public health strategies and interventions directed at populations.
- > Experience in identifying the scope and requirements of procurement processes and/or population health projects including business case development, risk analysis, quality assurance and communication management requirements to meet time and cost constraints.

Knowledge:

- > Demonstrated knowledge of worker and workplace health initiatives.
- > Advanced knowledge of how the determinants of health influence the health and wellbeing of the population and specific population groups, generally and in workplace settings.
- > Knowledge of the *South Australian Public Health Act, 2011* and other relevant public health and related legislation, with specific regard to and application of the objectives and principles of the *South Australian Public Health Act, 2011* contained within the Act.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Degree qualifications in a field relevant to public health e.g. public health; health promotion, social science, and/or tertiary qualifications in health.

Experience:

- > Proven experience in development and implementation of Public Health Policy.

Knowledge:

- > Wellbeing SA Strategic Plan 2020-2025.

Special Conditions:

- > It is mandatory that no person, whether or not already working in Wellbeing SA, may be appointed to a position in Wellbeing SA 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.

General Requirements:

- All Wellbeing SA 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.
 - > Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all Wellbeing SA 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 the Public Sector values and strategic directions of Wellbeing SA.

Handling of Official Information:

By virtue of their duties, Wellbeing SA employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Wellbeing SA 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.

Wellbeing SA employees will not misuse information gained in their official capacity.

Wellbeing SA 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:

Wellbeing SA 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 regarding acceptable workplace behaviour.

Resilience:

Wellbeing SA employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Established as an attached office to the Department for Health and Wellbeing, Wellbeing SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease. Using a population health approach, Wellbeing SA will lead community-wide action on the determinants and risk factors of good health and wellbeing and models for care in the community.

Wellbeing SA will:

- Lead – provide system leadership in prevention, the collection and use of data and evidence to inform practice and out of hospital strategies and services.
- Commission – fund approaches and services for prevention, health promotion and hospital avoidance.
- Partner – work collaboratively with community and stakeholders to impact health and wellbeing and coordination of care.
- Deliver – support the implementation of evidence-based approaches for health promotion and integrated community-based health care.
- Prioritise – focus on priority settings and priority population groups who experience poorer health outcomes and are at higher risk of preventable hospital admissions.

Our Legal Entities:

Wellbeing SA has been proclaimed as an attached office to the Department for Health and Wellbeing, under the *Public Sector Act 2009*. The Chief Executive Wellbeing SA is responsible to the Minister for Health and Wellbeing.

Wellbeing SA works with other legal entities of SA Health including (but 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.

Wellbeing SA Challenges:

South Australians generally experience good health and wellbeing with one of the safest and most advanced health systems in the world. However, like the rest of Australia and many other countries, South Australia is faced with significant challenges with an increasing and changing burden of disease and increasing health system demand, which has resulted in high utilisation of hospital services and rising health care costs.

Wellbeing SA has been established to deliver a renewed focus and action on prevention in South Australia and a broad understanding of wellbeing. The Wellbeing SA Strategic Plan 2020-2025 outlines the long term vision to create a balanced health and wellbeing system that supports improved physical, mental and social wellbeing for all South Australians. The agency goal for the first five years is to lead the system change required to support health and wellbeing and embed prevention across the life course.

Directorate:

The **Prevention and Population Health** Directorate works to build better health outcomes and avoid or defer the onset of preventable disease and disabilities using population data and best-practice to develop evidence-based prevention and health promotion strategies.

Values

South Australian Public Sector Values

The public sector values have been developed to make it easier for us to work together by forming a culture and a vision that we all share.

- > Service – we proudly serve the community and Government of South Australia
- > Professionalism – we strive for excellence
- > Trust – we have confidence in the ability of others
- > Respect – we value every individual
- > Collaboration and engagement – we create solutions together
- > Honesty and Integrity – we act truthfully, consistently and, fairly
- > Courage and tenacity – we never give up
- > Sustainability – we work to get the best results for current and future generations of South Australians.

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 as outlined within this document.

Name:

Signature:

Date: