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## SA Health Job Pack

Job Title	Casemix Unit Manager
Eligibility	Open to Everyone
Job Number	720108
Applications Closing Date	14/4/20
Region / Division	Central Adelaide Local Health Network
Health Service	Roma Mitchell House
Location	Adelaide
Classification	ASO-8
Job Status	Full-time temporary up to 11/11/20
Total Indicative Remuneration	\$125,911/\$130,628 (pro rata)

## Contact Details

Full name	Andrew McAlindon
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Email address	Andrew.mcalindon@sa.gov.au

## 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**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

### **Risk Category C (minimal patient contact)**

- 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

<b>Role Title:</b>	Manager, Casemix Unit		
<b>Classification Code:</b>	ASO8	Position Number	RA4659
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Directorate</b>	Data and Analytics Directorate		
<b>Division</b>			
<b>Department/Section / Unit/ Ward:</b>	Casemix Unit		
<b>Role reports to:</b>	Chief Data and Analytics Officer		
<b>Role Created/ Reviewed Date:</b>	February 2020		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</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"/> <i>Category C (minimal patient contact)</i>		

## ROLE CONTEXT

### Primary Objective(s) of role:

The Manager, Casemix is accountable for providing high level strategic planning, direction and management for the delivery of efficient and standardised critical Casemix and community based functions across Central Adelaide LHN. This includes reporting and analysis, clinical costing, performance measurement projects, benchmarking, strategic resource management and other relevant specific projects.

### Direct Reports:

The Manager, Casemix reports directly to the Chief Data and Analytics Officer.

The Manager, Casemix is responsible for leading and managing a geographically separated team of highly skilled staff.



- 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 Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *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.*

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 & 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.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

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

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>&gt; <b>Provide high level strategic planning, direction and management for the efficient and standardised delivery of critical Casemix and community based functions across Central Adelaide LHN by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Facilitating and influencing the effective standardisation of activity reporting across Central Adelaide LHN;</li> <li>&gt; Determining high-level priorities for, and managing, all internal and external information requirements for Central Adelaide LHN including development and preparation of the monthly activity report to Central Adelaide LHN Executive and the Department of Health;</li> <li>&gt; Providing high level advice and leadership concerning the impact of the South Australian Health Care Plan on Central Adelaide LHN activity levels and development of models to monitor performance against targets of the Plan.</li> <li>&gt; Providing high level advice concerning relationships between Casemix and community based funding principles and actual costs and taking a lead role in the development of yearly activity targets.</li> <li>&gt; Leading the development and implementation of effective clinical costing, and other related, systems;</li> <li>&gt; Overseeing and ensuring the regular review and maintenance of all activity documentation across Central Adelaide LHN;</li> <li>&gt; Providing high-level research, analysis and reports to support the improvement of patient activity and information data quality and systems;</li> <li>&gt; Providing ongoing training and assistance to officers of Central Adelaide LHN concerning Casemix principles and relationships between movement in Casemix data and impact on costing.</li> <li>&gt; Developing and implementing of Information Systems to support Clinical Costing and Output Based Budgeting.</li> </ul>
<p>&gt; <b>Oversee the effective execution and implementation of Casemix, Clinical Costing and related projects by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Providing input into the strategic planning, development and reporting of complex and critical, Commonwealth and State, Casemix projects, initiatives and programs;</li> <li>&gt; Overseeing and coordinating projects including managing resources, preparing plans and providing statistical, clinical and financial reports;</li> <li>&gt; Providing high-level input into the development, planning, implementation, and measurement of outcomes for initiatives and projects;</li> <li>&gt; Delivering high-level leadership and expert input for committees and steering and project group meetings.</li> </ul>
<p>&gt; <b>Ensure the provision of accurate and timely information to support analysis and decision making by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Leading the timely and effective delivery of reports for internal and external reporting purposes;</li> <li>&gt; Preparing accurate clinical and costing data for benchmarking exercises, in collaboration with a national benchmarking group;</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Overseeing the interpretation, analysis and dissemination of information to support the implementation of initiatives for clinical quality improvement and improved resource utilisation;</li> </ul>
<ul style="list-style-type: none"> <li>&gt; <b>Provide effective staff leadership and resource management by:</b></li> </ul>	<ul style="list-style-type: none"> <li>&gt; Directing and managing the activities and resources of all Casemix and other related groups across Central Adelaide LHN to ensure high level practice and performance is achieved at all times;</li> <li>&gt; Providing leadership to staff and encouraging a culture of cross-team and cross-agency collaboration;</li> <li>&gt; Ensuring that team members have the skills, knowledge and capability to deliver their accountabilities;</li> <li>&gt; Ensure the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

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

- > Significant ability to work with a high degree of initiative to analyse complex problems, formulate solutions and work effectively under pressure on politically and socially sensitive issues.
- > Demonstrated high-level leadership skills and the ability to work under broad government and agency directions to manage heavy workloads, meet tight deadlines and motivate and inspire others to work together as a team to achieve objectives.
- > Proven highly developed liaison, consultation and negotiation skills to effectively communicate with all levels of staff, departmental managers and outside agencies and prepare complex reports and recommendations in a clear, concise and logical manner.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

#### **Experience**

- > Proven experience in managing resources including human, physical, financial management, management accounting, product costing and delivering activity based financial data for a large organization, in a hospital setting.
- > Extensive experience in working with computing systems, in particular microcomputer applications such as Excel, clinical costing, Word, Access, statistical packages etc.
- > Demonstrated high-level experience in Casemix and patient activity data collection, data analysis and report writing.

#### **Knowledge**

- > Detailed knowledge of the South Australian Casemix model and related issues.
- > Detailed knowledge of generally accepted accounting principles, standards and practices.
- > Knowledge of SA Government policy concerning Health.
- > Proven high level knowledge of project management principles, trends and systems.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Appropriate Degree or Diploma qualification in Accounting, Economics, Information Systems or a related discipline.

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

- >

### **Experience**

- > Experience with the Power Health Decision Support system.

### **Knowledge**

## 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, 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.

### Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services. Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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:** \_\_\_\_\_