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## SA Health Job Pack

<b>Job Title</b>	Senior Scientific Officer
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	736005
<b>Applications Closing Date</b>	Thursday, 24 September 2020
<b>Region / Division</b>	Department for Health & Wellbeing
<b>Health Service</b>	Health Regulation and Protection
<b>Location</b>	Adelaide
<b>Classification</b>	PO2
<b>Job Status</b>	Full Time / Ongoing Appointment
<b>Salary</b>	\$81,352-\$90,220

## Contact Details

<b>Full name</b>	Andrew Purdie
<b>Position Title</b>	Senior Administration Officer
<b>Phone number</b>	08 822 68949
<b>Email address</b>	andrew.purdie@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's Check (WWCC) - <b>DHS</b>	<b>No</b>
Vulnerable Person-Related Employment Screening - <b>NPC</b>	<b>No</b>
Aged Care Sector Employment Screening - <b>NPC</b>	<b>No</b>
General Employment Probity Check - <b>NPC</b>	<b>Yes</b>

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

<b>Role Title:</b>	Senior Scientific Officer (Water Quality)
<b>Classification Code:</b>	PO-2
<b>LHN/ HN/ SAAS/ DHA:</b>	Department for Health & Wellbeing
<b>Hospital/ Service/ Cluster</b>	SA Health
<b>Division:</b>	Health Regulation and Protection
<b>Department/Section / Unit/ Ward:</b>	Health Protection and Licensing/Scientific Services
<b>Role reports to:</b>	Principal Water Quality Adviser
<b>Role Created/ Reviewed Date:</b>	August 2020
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<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:

- > Assists in the implementation of the South Australian *Safe Drinking Water Act 2011*.
- > Assists the Principal Water Quality Adviser in delivering specialist advice and policy direction on public health matters relating to marine and freshwaters, provision of drinking water and management and reuse of wastewaters.
- > Assists in providing a single 24 hour point of contact within Government for notification of water and wastewater incidents, ensuring communication of the incident to required agencies and Ministers and facilitates the development of a co-ordinated response including, where required, communication of the incident to the public.

### Direct Reports:

- > None

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Principal Water Quality Adviser
- > Works closely with other sections within public health that deal with drinking water quality, use of recycled water and recreational water quality including Food Safety and Auditing (drinking water), Health Protection Operations (drinking water), Wastewater Management (recycled water) and Health Protection Programs (drinking water and recreational water). Provides advice on assessing drinking water and recycled water quality issues, public health risks and identifying appropriate preventive or remedial actions

#### External

- > Frequent communication with Government agencies, Local Government, Private Industry and the public

on safety of drinking water supplies, administration of the *Safe Drinking Water Act 2011*, use of recycled water and use of recreational water bodies.

- > Frequent contact with SA Water, EPA, other Government agencies and Local Government on drinking water and wastewater incidents to communicate the nature of incidents and appropriate responses
- > Participation in interagency committees with SA Water, Government agencies and Local Government dealing with assessment and management of public health aspects of water and wastewater quality.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Ability to understand and communicate application of risk management approaches to assure drinking water safety to a complex mixture of stakeholders from Government agencies, Local Government, Industry and the Community pursuant to the *Safe Drinking Water Act 2011*
- > The need to rapidly assess potential public health impacts of water quality incidents and to assist in identifying appropriate responses.
- > Ability to understand public health aspects of water quality and to provide appropriate advice in response to Government agencies, Local Government, Industry and the Community.

**Delegations:**

- > As an Authorised Officer, under the *2011 Safe Drinking Water Act* has statutory powers to undertake a range of regulatory and enforcement activities described in the Act.
- > Authorised to issue expiation notices in respect to expiatable offences under the *Safe Drinking Water Act 2011* and *Safe Drinking Water Regulations 2012*

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Administration of public health legislation	<ul style="list-style-type: none"> <li>&gt; Assist in the administration of the <i>Safe Drinking Water Act 2011</i> and Regulations</li> <li>&gt; Provide advice and guidance to drinking water providers on compliance with the legislation including development and implementation of risk management plans, identification of monitoring plans and incident protocols</li> <li>&gt; Undertakes audits and inspections to assess compliance of drinking water providers with the <i>Safe Drinking Water Act 2011</i></li> </ul>
SA Government Water/Wastewater Incident Notification and Communication Protocol	<ul style="list-style-type: none"> <li>&gt; Assist in providing the 24 hour single point of contact required to coordinate the SA Government Water/Wastewater Incident Notification and Communication Protocol</li> <li>&gt; In the event of an incident:               <ul style="list-style-type: none"> <li>o assists with the flow of information to agencies, Senior Managers and Chief Executives, Ministers and the Premier's Office in accordance with the protocol</li> <li>o assists with the liaison with other agencies to facilitate the provision of a co-ordinated response and where required assist in communication of the incident to the public.</li> </ul> </li> </ul>
Provision of expert advice on public health aspects of water and wastewater quality	<ul style="list-style-type: none"> <li>&gt; Contributes to the provision of advice to the Department, other agencies, industry and the community on health aspects of surface water, ground water, drinking water, wastewater and recycled water and recreational water</li> <li>&gt; assist in the preparation of reports as an individual or as part of a project team on public health aspects of water and wastewater quality</li> </ul>

<p>Achievement of Departmental objectives relating to water quality treatment, monitoring and assessment</p>	<ul style="list-style-type: none"> <li>&gt; Contribute to the development and achievement of key objectives and directions of the Department with respect to water quality matters by: <ul style="list-style-type: none"> <li>o assisting with the identifying and formulating water quality monitoring requirements and conducting investigations of a complex nature;</li> <li>o researching alternative methodologies with respect to water and wastewater quality treatment, monitoring and assessment</li> <li>o undertake educational or training functions, participate in Committee work or in special projects as required</li> <li>o facilitate community understanding of particular public health issues by participating in promotional activities and awareness campaigns</li> </ul> </li> </ul>
<p>Development of public health policy in relation to water and wastewater quality</p>	<ul style="list-style-type: none"> <li>&gt; Assist in the development and promulgation of sound water and wastewater quality policy at a State and National level</li> <li>&gt; Critically review and assess policies, proposals, plans, and reports prepared by other agencies, industry and consultants related to water quality.</li> </ul>
<p>Maintaining and expanding knowledge of public health issues relating to water and wastewater quality</p>	<ul style="list-style-type: none"> <li>&gt; Contributes to the enhancement of available knowledge and to the general improvement of standards of public health in regard to marine and freshwater, drinking water and wastewater by: <ul style="list-style-type: none"> <li>o monitoring new developments and emerging issues</li> <li>o identifying and assisting with investigations of potential risks</li> </ul> </li> </ul>

# **Knowledge, Skills and Experience**

## **ESSENTIAL MINIMUM REQUIREMENTS**

### **Educational/Vocational Qualifications**

- > An appropriate degree in Science, Applied Science or Environmental Health

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

- > Ability to work with limited supervision and use initiative.
- > Ability to work as a team member and/or an individual.
- > Ability to communicate verbally and in writing to a wide range of stakeholders including the public.
- > Ability to plan and schedule work activities and meet deadlines.
- > Possess investigation and reporting skills.

### **Experience**

- > Experience in the assessment and management of public health aspects of water quality.
- > Practical experience in applied microbiology, environmental chemistry or a related field.

### **Knowledge**

- > Knowledge of issues related to public health aspects of drinking water, recycled water and marine and freshwater.
- > Knowledge of appropriate methods for the investigation of public health problems and preparation of risk management strategies.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Post-graduate qualifications in applied microbiology, environmental chemistry or public health.

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

- > Self-motivation and the ability to work without close supervision.
- > Ability to work as an effective member of a multi-disciplinary team.

### **Experience**

### **Knowledge**

- > Knowledge of epidemiology and public health

### Special Conditions:

- > The position will from time to time provide assistance in delivering a single 24 hour 7 days a week point of contact within Government for notification of water and wastewater incidents
- > Some intrastate (particularly to regional country areas) and interstate work requiring overnight stays may be required. A current South Australian Drivers Licence and a willingness to drive is essential.
- > 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 & 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.

### **Health Network/ Division/ Department:**

The Scientific Services Branch sits within Health Regulation and Protection. It provides frontline state-wide services identifying, investigating and managing potential environmental health risks that affect public health through a combination of service delivery, health risk assessment and communications, and administration of legislation, policy, and law enforcement. The aim of the branch is to contribute to safer communities and healthy neighbours by minimising potential environmental health risk factors arising from air, water (including potable, recreational and recycled water), soil, hazardous substances (including medicines, poisons and biological agents), climate change, noise and other relevant environmental factors in South Australia.

## 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