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SA Health Job Pack

Job Title	Senior Project Officer, Medical Education and Training (EOI)
Eligibility	SA Public Sector Employees Only
Job Number	708725
Applications Closing Date	31 January 2020
Region / Division	Department for Health and Wellbeing
Health Service	SA Medical Education and Training (SA MET) Unit
Location	Adelaide
Classification	ASO6
Job Status	Full Time / Term Contract (up to 30 June 2020)
Salary	\$92,784-\$98,143

Contact Details

Full name	Pip Stanford-Bluntish
Position Title	Project Support Admin Officer
Phone number	8226 8102
Email address	pip.stanford-bluntish@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	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:	Medical Education and Training Senior Project Officer
Classification Code:	ASO6
LHN/ HN/ SAAS/ DHW:	DHW
Hospital/ Service/ Cluster:	
Division:	System Design and Leadership, Clinical Collaborative
Department/Section / Unit/ Ward:	SA Medical Education and Training (SA MET) Unit
Role reports to:	Manager SA Medical Education and Training and Office for Research
Role Created/ Reviewed Date:	September 2019
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" 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:

- > The Medical Education and Training senior project officer will manage a program of activities across SA Health, as part of an initiative to streamline and integrate medical education and training activity. In this capacity, the position is responsible for providing a range of effective project and management functions, which may include:
 - o Coordination and collaboration with Local Health Networks and medical education staff to streamline support services for medical education.
 - o Enhancing networks with SA Universities, Medical Colleges and other lead stakeholders, to promote increased coordination of medical education and workforce.
 - o Facilitating a community of practice, to share best practice, build capacity, identify gaps and barriers to increasing activity, and work on challenges such as retention of medical practitioners in South Australia.
 - o Representing SA at local and national forums relating to medical education and workforce.
 - o Developing statewide policy, monitoring compliance and promoting appropriate auditing in relation to medical education and workforce.

Key Relationships/ Interactions:

Internal

- > weekly team meeting with other DHW SA MET staff to ensure efficient working and effective collaborations
- > monthly meeting with Manager Medical Education and Office for Research and the Chief Medical Officer to ensure alignment with SA Health plans
- > monthly meeting with SA MET Health Advisory Chair
- > monthly meeting with the Local Health Network staff such as clinicians and medical education officer, to ensure the goals of the position are being fulfilled. The challenge will be ensuring Local Health Networks and clinical leads see and maintain value in a collaborative approach to medical education and workforce projects.

External

Regular meetings with the SA Universities, Medical Colleges and other jurisdictional prevocational councils ensure collaboration is effective, networks are built and maintained, and efficiencies for medical education in SA are achieved. Major challenges currently associated with the role include:

- > the need for high level knowledge of the value proposition of medical education and operational challenges, balanced with ability to take strategic focus in line with best interests of SA.
- > Developing a collaborative working relationship with a range of internal and external stakeholders in an environment that has traditionally afforded them a high level of autonomy. This will require negotiation around competing agendas and engaging stakeholders in a common purpose.
- > Working with a high level of personal and professional integrity and motivation, and support the maintenance of a positive, collaborative and professional medical education approach across SA.
- >

Challenges associated with Role:

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- > Working with a high level of personal and professional integrity and motivation, and support the maintenance of a positive, collaborative and professional medical education approach across SA.

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Develop and promote a collaborative approach that will promote effective medical education activity across SA	<ul style="list-style-type: none"> > Lead a collaborative approach to build an integrated approach to medical education across SA. > Contribute expert input into the development and maintenance of effective approaches to support and promote medical education in SA. > Establish and maintain positive relationships with clinical and administrative staff, and project stakeholders and sponsors, and the state and Commonwealth government to ensure a sustainable approach to medical education activity is established.
Establish a statewide medical education and training framework	<ul style="list-style-type: none"> > Provide specialised support and advice services in key areas to improve efficiencies across sites. > Develop a central understanding of key medical education and medical workforce information and activities in SA. > Enhance data collection and reporting capability that will support expanded metrics collection and ongoing participation in state improvement efforts. > Work with key stakeholders including, universities and Local Health Networks to embed a strategic, whole of system, consistent and

	streamlined approach to medical education and workforce in SA.
Strategic planning	<ul style="list-style-type: none"> > Undertake a situational analysis of medical education and workforce activity and support in SA. > Develop medical education framework and operational strategy, and identify emerging priorities and regulations for the medical workforce at a statewide level. > Develop a project report with identified enablers and barriers to streamlining support and improving medical education and workforce activity in SA.
Deliver effective resource management	<ul style="list-style-type: none"> > Provide effective management for assigned human, financial and physical assets relating to the project, including ensuring effective project planning, contract management, reporting and risk management.
Organisational Contribution	<ul style="list-style-type: none"> > Contribute to the provision of innovative and efficient approaches to the Unit's service development and delivery by undertaking relevant continuous improvement activities. Provide support and guidance to team members to improve team performance and communication. > Participating in relevant training and development activities, decision making processes, and the development and review of Unit and agency policies and procedures.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > A tertiary qualification in education and training.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to work effectively under limited direction, and to achieve positive business results and deliver effective outcomes, including displaying competence, initiative, sound judgement, knowledge and professionalism to identify service delivery improvement and opportunities, analyse and solve complex problems, and meet deadlines.
- > Proven capacity to communicate effectively at all levels, and to work effectively, either autonomously or as part of a multi-disciplinary team, including providing expert advice and reports, conducting successful negotiations, resolving conflict and facilitating the achievement of positive business results.
- > Well-developed ability to effectively manage a range of stakeholders in a complex and challenging environment, and to undertake the effective delegation of tasks, and review, develop and implement changes to management work practices on an ongoing basis.
- > The ability to produce work of a high standard under tight deadlines.
- > Demonstrated high level written and oral communication skills, including the capacity to prepare reports and briefings for senior Departmental staff and external stakeholders.

Experience:

- > Proven experience in managing the delivery of specialised business and administrative support functions, projects and research activities, including contributing to the delivery of planning, policy, reporting and quality management processes.

- > Sound experience in supporting or coordinating business or clinical functions within a medical education or other related environment, including managing associated projects and activities that ensure successful outcomes are achieved.
- > Experience working in an adult learning environment, including supporting medical educators.

Knowledge:

- > Knowledge and understanding of the medical education sector in Australia
- > Knowledge of national priorities and efforts to enhance the medical education in Australia
- > Knowledge of medical education and medical education governance processes and requirements, including key professional bodies, guidelines and frameworks
- > Knowledge of state, national and international medical education and health structures, systems and policies.
- > Demonstrated knowledge and understanding of leadership and management principles.

DESIRABLE CHARACTERISTICS**Educational/Vocational Qualifications:**

- > A tertiary qualification in adult and vocational education.

Experience:

- > Well-developed experience working within a medical education environment, including implementing the team concept of frameworks and curriculum, and applying superior administration and financial management skills to the strategic planning.
- > Demonstrated experience in coordinating and undertaking expert medical education projects requiring the analysis of complex problems and the provision of innovative and appropriate recommendations and solutions.

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., Country Health SA 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 SA MET Unit provides secretariat support to the Advisory Council and manages the accreditation activities on behalf of the Advisory Council.

In addition, the SA MET Unit undertakes a range of other medical education, training and workforce functions for the South Australian health system within Public Health and Clinical Systems. These include coordinating internship applications and allocation, Trainee Medical Officer (TMO) applications and job matching, TMO workforce planning, provision of education support (workshops, e-learning and assessment) and research.

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: Carmen Crawford
and Office for Research**

Role Title: Manager SA Medical Education and Training

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		Updated changes to the Criminal Relevant History and Screening.