



## COVID-19 ROLE STATEMENT

<b>Role Title:</b>	Manager COVID Surveillance Operations
<b>Classification Code:</b>	AHP3
<b>LHN/DHW:</b>	Department for Health and Wellbeing
<b>Division:</b>	Health Regulation and Protection
<b>Department/Section/Unit:</b>	Communicable Disease Control Branch COVID Operations, COVID Surveillance and Investigation Section
<b>Role reports to:</b>	Deputy Director, COVID Surveillance Operations
<b>Role Created/ Reviewed Date:</b>	February 2021
<b>Criminal and Relevant History Screening:</b>	<input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)
<b>Direct Reports</b>	<ul style="list-style-type: none"><li>• Senior Professional Officer/Senior Allied Health Professional/Associate Nurse Unit Manager (PO2/AHP2/RN2)</li><li>• Allied Health Professional/Professional Officer/Registered Nurse (AHP1/PO1/RN1)</li></ul>
<b>Delegations</b>	HR Level 6 (COVID structure) Finance N/A

### ROLE PURPOSE:

The Manager Surveillance Operations:

- Leads teams to meet organisational objectives and outcomes designed to control the occurrence of communicable diseases by in South Australia, particularly COVID-19.
- Coordinates the collection, analysis, interpretation and reporting of communicable disease data in South Australia, with a focus on COVID-19.
- Provides clinical, epidemiological and logistical expertise to the state-wide COVID-19 contact tracing and outbreak response and subsequent control activities.
- Supports the coordination of the disease surveillance COVID databases design, management and quality control
- Coordinates and manages the quality improvement programmes and addresses inconsistencies between practice and policy by integrating contemporary “best practice” information into existing systems.

### KEY RELATIONSHIPS/INTERACTIONS:

#### Internal

The Manager Surveillance Operations:

- Reports to Deputy Director, COVID Surveillance Investigation Unit. Professional report may be required to be sought from senior team members in the same work stream.
- Leads a multidisciplinary team responsible for the state-wide COVID-19 contact tracing and outbreak response.
- Maintains a collaborative working relationship with other sections of the COVID Operational team in addition to other teams within the Communicable Disease Control Branch.



### **External**

The Manager Surveillance Operations is required to:

- Maintain a collaborative working relationship with laboratories, medical practitioners, healthcare facilities, relevant non-government organisations, environmental health officers, interstate public health units, Commonwealth agencies and the COVID-19 State Control Centre.
- Liaise with internal and external stakeholders/organisations where appropriate in the facilitation of outbreak control within South Australia.

### **CHALLENGES ASSOCIATED WITH THE ROLE:**

- Working in an emerging and rapidly changing public health response that is highly impactful to human health whilst being mindful of political and economic sensitivities.
- Maintaining sensitive state-wide systems for the early detection, response and reporting of communicable diseases.
- Designing collaborative, innovative strategies for the prevention and control of communicable diseases in South Australia.
- Developing, implementing and reviewing systems and processes to meet local and national data reporting requirements.
- Implementing best practice guidelines in a rapidly changing environment.
- Developing preparedness responses to emerging infectious diseases.
- Keeping professionally up to date with relevant research, technological advances and models of surveillance and response to COVID-19.

### **SPECIAL CONDITIONS:**

- The incumbent will be required to work between the hours of 7am and 12 midnight over a 7 day roster.
- The incumbent may be required to participate in a 24/7 roster.
- The incumbent may be required to participate in an after-hours on-call roster; some out-of-hours work will be required.
- Intrastate/interstate travel may be required.
- Must be ready and willing to assist in managing disease outbreaks within the community which may include travel within South Australia.
- 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 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.



## KEY RESULT AREAS AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Ensuring high quality service delivery in the area of surveillance and investigation by:	<ul style="list-style-type: none"><li>• Leading and managing multi-disciplinary teams in the state-wide COVID-19 contact tracing and outbreak response and subsequent control activities</li><li>• Supervising the collection, collation, analysis, interpretation and reporting of surveillance information</li><li>• Ensuring information collected is relevant, accurate and consistent with the organisation's values and client needs and in accordance with ethical and legal privacy arrangements</li><li>• Providing expertise and actively participating in the design and development of surveillance tools, guidelines and standard operating procedures to improve surveillance systems and processes</li><li>• Leading strategic planning of continuous quality improvement including outbreak and incident debriefs</li><li>• Providing expertise and ensuring the rapid development of improvements in the disease surveillance COVID databases design, management and quality control within a very complex and highly innovative environment</li><li>• Liaising with medical practitioners, laboratories and Commonwealth agencies to ensure the completeness of datasets</li><li>• Exercising powers as appointed, as an Authorised Officer under the <i>Emergency Management Act 2004</i> to give directions to persons to prevent the spread of COVID-19</li></ul>
Contributing expert advice to support patient care by:	<ul style="list-style-type: none"><li>• Providing specialist advice on public health management of persons infected with communicable diseases</li><li>• Providing expertise to inform decisions on public health responses and for policy makers to make appropriate community control measures</li><li>• Providing healthcare professionals and members of the general public with relevant information on support agencies and specialist services to ensure appropriate client outcomes</li><li>• Contributing to national guidelines and standards for the public health response of COVID-19</li><li>• Contributing to specific projects/programs and epidemiological research relevant to the area of communicable diseases</li><li>• Participating in the Health Rapid Response Team including (conditional) onsite investigations, support, advice, and direction for outbreak investigations</li></ul>
Contribute specific expertise to improve service delivery by:	<ul style="list-style-type: none"><li>• Managing multi-disciplinary teams including staff recruitment, work prioritisation, monitoring productivity and staff development, including Acting as the Deputy Director COVID Surveillance Operations as required</li><li>• Maintain a clinical caseload in a public health setting commensurate with management responsibilities; including overseeing case risk assessments</li><li>• Attaining CDCB goals and objectives through managing the delivery of professional service strategies, work standards and priorities that integrate with the overall COVID Surveillance operations</li><li>• Monitoring issues arising from day to day operation of information systems and develops solutions cooperatively</li><li>• Promoting cultural safety by valuing and promoting the cultural needs of local communities</li><li>• Advocacy for staff safety and wellbeing</li></ul>

## KEY SELECTION CRITERIA:

- Appropriate degree or equivalent qualification usually in mathematics/statistics or health sciences that leads to recognition as an epidemiologist.
- Experience in initiating, formulating, planning and managing programs of work and major projects (service, operations or research) related to epidemiology data management including the performance management, development and allocation of staff.
- Worked in complex, specialised environments demonstrated ability to prioritise, plan and lead a team during complex situations



- Well-developed written communication and interpersonal skills, including demonstrated ability to diplomatically influence and consult with a diverse range of clinical and non-clinical internal and external stakeholders
- A detailed knowledge of governmental policies and procedures, and an appreciation of their application in relation to agency (or health unit) operations is expected
- General knowledge of communicable diseases and the principles of communicable disease control

#### **INCUMBENT ROLE ACCEPTANCE**

Employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements (refer to Induction and Orientation intranet page).

I have read and understood the responsibilities associated with role as outlined within this document.

**Name:** ..... **Signature:** ..... **Date:** .....

**Manager Name:** ..... **Role Title:** .....

**Signature:** ..... **Date:** .....

#### **Version control and change history**

Version	Date from	Date to	Amendment
V1	08/02/21		Original version.