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## SA Health Job Pack

Job Title	Research Rheumatology - HSCGB
Job Number	673826
Applications Closing Date	1/2/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	GFSc-3 /GFSc4
Job Status	Full-time temporary up to 27/9/19
Indicative Total Remuneration*	GFSc-3 \$104,506/\$113,641 GFSc-4 \$114,961/\$125,417

## 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:

- Child Related Employment Screening - **DCSI**
- 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.

## Contact Details

Contact details	A/Prof Michael Wiese, telephone 8302 2312, email Michael.Wiese@unisa.edu.au
Contact details	Prof Susanna Proudman, telephone 7074 2848 or 7074 2779, email Susanna.proudman@sa.gov.au

# 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 Rheumatology Research Officer
<b>Classification Code:</b>	GSC3 Position Number P15653
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)
<b>Hospital/ Service/ Cluster</b>	Royal Adelaide Hospital
<b>Division:</b>	Medical Specialties
<b>Department/Section / Unit/ Ward:</b>	Rheumatology
<b>Role reports to:</b>	Head of Unit, RAH Rheumatology
<b>Role Created/ Reviewed Date:</b>	
<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)

## ROLE CONTEXT

### Primary Objective(s) of role:

- Responsible for applying professional expertise in the conduct, execution, analysis and interpretation of research findings in one or more specific area of biomedical research.
- Contributing to the identification and development of new research projects
- Responsible for the selection, adoption and application of new methods, techniques and processes.
- Publishing and presenting research findings in appropriate scientific forums
- Managing a research group on a day-to-day basis
- Assisting in the supervision and training of research staff
- Contributing to the preparation of research submissions to external funding bodies
- engaging in appropriate collaborations with other research groups

### Direct Reports:

- > Nil
- >

### Key Relationships/ Interactions:

#### Internal

- > Work as part of a small specialised team.
- > HOU RAH Rheumatology
- > Research Secretariat

#### External

- > Key collaborators in the School of Pharmacy and Medical Science, University of South Australia

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working across two sites; namely RAH and the UniSA Health Innovation Building
- > Ensuring a high level of 3-way communication between the incumbent, RAH and UniSA supervisors
- >

### Delegations:

- > Nil

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Research	<ul style="list-style-type: none"><li>• responsible for applying professional expertise in the conduct, execution, analysis and interpretation of research findings in one or more specific area of biomedical research.</li><li>• contributing to the identification and development of new research projects</li><li>• responsible for the selection, adoption and application of new methods, techniques and processes</li><li>• publishing and presenting research findings in appropriate scientific forums</li><li>• managing a research group on a day-to-day basis</li><li>• assisting in the supervision and training of research staff</li><li>• contributing to the preparation of research submissions to external funding bodies</li><li>• engaging in appropriate collaborations with other research groups</li></ul> >
Teaching & Education	<ul style="list-style-type: none"><li>&gt; undertaking studies of an innovative nature</li><li>&gt; supervising doctoral and honours students</li><li>&gt;</li></ul>
Quality Assurance & OH&S	<ul style="list-style-type: none"><li>&gt; Reporting all accidents, incidents and near misses</li><li>&gt; Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others</li><li>&gt; Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures.</li><li>&gt;</li></ul>
Project management and investigation	Apply significant professional judgement in decision making to prioritisation and execution of individual projects that include: <ul style="list-style-type: none"><li>• Use of Early Arthritis data bank</li><li>• Use of Early Arthritis tissue bank</li><li>• Integration and analysis of data</li><li>• Management of the day-to-day running of multiple projects simultaneously and delegation of tasks to other members of the research team as appropriate.</li></ul> >
Interaction with staff across two sites	Ensure good communication with supervisors and other staff in the RAH Rheumatology Unit and in UniSA School of Pharmacy and Medical Science, including: <ul style="list-style-type: none"><li>• Initiation of regular meetings to provide updates on progress and</li></ul>

	updates on direction • Facilitate and Participate in collaborative team work and effective continuous learning >
Insert key result area	> >
Insert key result area	> >
Insert key result area	> >

# Knowledge, Skills and Experience

## ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

A relevant doctoral or other equivalent qualification and appropriate research experience.

- > **Personal Abilities/Aptitudes/Skills:** Ability to work in a team environment
- > Ability to work independently with limited guidance
- > Proven ability to utilise scientific literature
- > Ability to develop innovative research projects
- > Ability to supervise staff and postgraduate students in an area of approved research
- > Ability to perform under pressure and meet deadlines
- > Ability to communicate effectively at all levels
- > High level of verbal and written communication skills
- > A high level of computer competency

### Experience

- > Post-doctoral research experience.
- > Proven track record in publishing material in scientific journals.
- > Experience in presenting research findings at national and/or international forums.
- > Proven practical experience in conducting, analysing and interpreting research.
- > Experience in working as a team member on collaborative research projects and as an independent operator.
- > Experience in preparing proposals to external funding bodies and submitting grant applications.
- > Experience in teaching and training staff and students.
- >

### Knowledge

- > A high degree of knowledge in the main research area and a general knowledge of related disciplines
- > Knowledge and understanding of Occupational Health & Safety and Equal Opportunity Principles and Practices is required
- > Knowledge and understanding of the Code of Fair Information Practice
- >

## DESIRABLE CHARACTERISTICS

### Educational/Vocational Qualifications

- > PhD
- >

### Personal Abilities/Aptitudes/Skills:

- > Ability to conduct high calibre independent research.
- >

### Experience

- > Experience in designing experiments, performing and analysing data from DNA, RNA and micro-RNA extraction and amplification, real-time PCR, high performance liquid chromatography and mass spectrometry.
- > Experience in use of a variety of statistical methods, including for the analysis of data obtained from large patient cohorts.
- >

## **Knowledge**

- > Prior knowledge of clinical and scientific aspects of autoimmune diseases is not essential although desirable. A willingness to undertake self-directed learning to increase knowledge in these areas will be essential.
-

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > 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 2014.*
- > *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*
- > *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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing 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.

### Financial Recovery:

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

### Health Network/ Division/ Department:

CALHN Rheumatology at the Royal Adelaide Hospital provides care for patients with rheumatological diseases with an emphasis on chronic autoimmune multisystem disorders. These are typically complex conditions requiring ongoing care across multiple disciplines, often co-ordinated by the Rheumatology Unit. Care is delivered predominantly in an ambulatory care setting with a range of hospital avoidance strategies employed to minimise the need for inpatient management which is restricted to patients with life- or organ-threatening complications. Data from our longitudinal observational cohorts provide insights into strategies for applying "best practice" while minimising costs and improving patient outcomes. Novel models of care including physiotherapist-led clinics have been developed. A range of clinical and translational research activities, both investigator- and industry-led, contribute to improving patient outcomes.

## 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:**



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Rheumatology Research Fellow
<b>Classification Code:</b>	GSC4 Position Number P15653
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)
<b>Hospital/ Service/ Cluster</b>	Medicine
<b>Division:</b>	Medical Specialties
<b>Department/Section / Unit/ Ward:</b>	Rheumatology
<b>Role reports to:</b>	Head of Unit, RAH Rheumatology
<b>Role Created/ Reviewed Date:</b>	
<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)

## ROLE CONTEXT

### Primary Objective(s) of role:

Undertake a senior leadership role in rheumatology research with a substantial measure of independence but in keeping with RAH policies and guidelines.

### Direct Reports:

Nil

### Key Relationships/ Interactions:

#### Internal

- Responsible to Head of Unit RAH Rheumatology for the biochemical research use of the rheumatoid arthritis tissue bank and the data bank
- Liaise with other members of multi-disciplinary team including the Medical Scientist, Rheumatology Nurse Practitioner, and Rheumatology Staff Specialists
- Interaction with Research Secretariat (both Governance and Research Ethics sections)

#### External

- Responsible to key collaborators in the School of Pharmacy and Medical Science, University of South Australia

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Working across two sites; namely RAH and the UniSA Health Innovation Building
- Ensuring a high level of 3-way communication between the incumbent, RAH and UniSA supervisors

**Delegations:**

Nil

**Key Result Area and Responsibilities**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Project management and investigation	<p>Apply significant professional judgement in decision making to prioritisation and execution of individual projects that include:</p> <ul style="list-style-type: none"><li>• Use of Early Arthritis data bank</li><li>• Use of Early Arthritis tissue bank</li><li>• Integration and analysis of data</li><li>• Management of the day-to-day running of multiple projects simultaneously and delegation of tasks to other members of the research team as appropriate.</li></ul>
Interaction with staff across two sites	<p>Ensure good communication with supervisors and other staff in the RAH Rheumatology Unit and in UniSA School of Pharmacy and Medical Science, including:</p> <ul style="list-style-type: none"><li>• Initiation of regular meetings to provide updates on progress and updates on direction</li><li>• Facilitate and Participate in collaborative team work and effective continuous learning</li></ul>

<p>Makes a senior contribution to research by:</p>	<ul style="list-style-type: none"> <li>• acting as a senior research leader through distinction in several specific areas of medical research.</li> <li>• initiating, and formulating and managing complex research projects without professional direction within the boundaries of broad guidelines to achieve organisational goals within and across disciplines.</li> <li>• being responsible for the concept, conduct, execution, analysis and interpretation of research.</li> <li>• being responsible for the selection, adoption, creation and application of new methods techniques, processes and quality control.</li> <li>• publishing peer-reviewed scientific papers and presenting research findings at national and international scientific meetings.</li> <li>• critically reviewing the work of others by assessing research manuscripts and grant proposals.</li> <li>• managing projects and research staff on a day-to-day basis.</li> <li>• participating in teaching and training programs at a post-graduate and post-doctoral level.</li> <li>• preparing and participating in the preparation of research submissions to external funding bodies.</li> <li>• help determine research policy</li> <li>• contributing substantially to intellectual property and patent development within the research team</li> <li>• contributing to the creation, preparation and management of complex research proposals that involve the bringing together of researchers from different disciplines and other institutions.</li> <li>• .</li> </ul>
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## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

A relevant doctoral or other equivalent qualification and appropriate research experience.

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

- > Ability to work independently.
- > Proven ability as a specialist in a specific area of research by providing professional advice and consultancy services.
- > Ability to train and teach professional staff and postgraduate students
- > Ability to perform under pressure and meet deadlines.
- > Ability to communicate effectively with staff at all levels.
- > A proven ability to give oral presentations and prepare grant submissions.
- > Proven ability to write with clarity.
- > Ability to work in a team environment.
- > A high level of computer competency.
- > Willingness to be flexible with out of hours work as needed.

#### **Experience**

- > Post-doctoral research experience.
  - > Proven competence in publishing in scientific journals.
  - > Experience in presenting research findings at national and/or international forums.
  - > Proven practical experience in conducting, analysing and interpreting research.
  - > Experience as an independent operator in a specific area of scientific research.
  - > Experience in preparing proposals to external funding bodies.
  - > Experience in the teaching and training of staff and undergraduate and post-graduate students.
- 

#### **Knowledge**

- > A high degree of knowledge in the main research area and a broad knowledge of related disciplines.
  - > Knowledge and understanding of Occupational Health & Safety and Equal Opportunity Principles and Practices.
  - > Knowledge and understanding of the Code of Fair Information Practice.
- 

### **DESIRABLE CHARACTERISTICS**

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

PhD

>

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

>

#### **Experience**

- Experience in designing experiments, performing and analysing data from DNA, RNA and micro-RNA extraction and amplification, real-time PCR, high performance liquid chromatography and mass spectrometry.
- Experience in use of a variety of statistical methods, including for the analysis of data obtained from large patient cohorts.

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## Approvals

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**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

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**Name:**

**Signature:**

**Date:**