Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Graduate Project Officer, Public Health
Classification Code:	ASO3
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	N/A
Division:	Public Health
Department/Section / Unit/ Ward:	Public Health Planning and Response
Role reports to:	General Manager Business Support
Role Created/ Reviewed Date:	September 2023, September 2024, September 2026
Criminal and Relevant History Screening:	☐ Aged Care Sector (DHS) ☒ Working With Children Check (WWCC) (DHS) ☐ National Disability Insurance Scheme Worker Screening check (DHS) ☒ Nationally Coordinated Criminal History Check (NCCHC) ☐ Protective Security Clearance
Immunisation Risk Category Requirements:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- The Graduate Project Officer, Public Health will contribute to work across the division by assisting in day-to-day operations and long-term strategic projects.
- This role will involve efficiently preparing reports, briefing notes, and actively contributing to divisional business plan projects, providing timely, accurate, and evidence-based advice May be required to move between teams within Public Health to support projects and undertake other duties as required.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Maintains cooperative and productive working relationships with relevant staff within the Public Health Division.
- The role is required to liaise with Department for Health and Wellbeing staff to understand their information requirements, negotiate timeframes, and respond to routine reporting requirements.

External

- The role may be required to liaise with staff across Local Health Networks. Some interaction may also occur with non–government organisations, private organisations, other public sector agencies and Commonwealth agencies. The position may also be required to liaise with external project stakeholders.

Challenges associated with Role:
Major challenges currently associated with the role include: > **Learning Curve:** Navigate a steep learning curve to grasp organisational processes, policies, and public health system specific knowledge. > **Time Management:** Efficiently balance multiple responsibilities, meeting deadlines for reports, projects, and advice provision. > **Professional Growth:** Embrace opportunities for continuous learning, development and networking to overcome challenges and thrive in the role.

Delegations:
> Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Project Support	> Providing project support to all team members and other key CDCB staff when required, ensuring that all requirements for policy document approvals are met, and ensuring that approved documents are made available on the correct section of the SA Health website; > Performs an continuous quality assurance assessment of the relevant sections of the SA Health website and alerts content owners when reviews are due. > Undertaking minor research and project activities under general direction.
Administrative Services	In accordance with the objectives of the Public Health Division the incumbent will assist the division to achieve goals by: > Coordinating and supporting administrative functions for public health programs and initiatives, including assisting with the development and review of required processes, policies and procedures. > Identifying opportunities and implement processes and systems to enhance organisational practices and administrative systems within the division > Maintain electronic filing systems that meet best practice records management standards. > Coordinating and providing high-quality administration support to program staff within the division. > Working co-operatively with public health staff at all levels to ensure provision of back-up services for core functions of the division Branch workload demands
Performance Monitoring	> Providing a quality service ensuring accurate collection, collation and data entry for statistics into a variety of databases within the division. > Preparing statistical reports as required. > Assist in the data collection, analysis and reporting of a range of performance indicators. > Contribute to routine reporting functions and contribute to status reporting.

	> Undertake research and evaluation activities by utilising internet and literature searches and critical analysis of published research and service initiatives. > Support the development of relevant policies, procedures and standards associated with the project in conjunction with other team members.
Financial activities	> Undertaking financial tasks including raising purchase orders and invoice processing. > Contribute to the development and analysis of activity and costing information including identifying, investigating, and evaluating variations. > Participate in a range of assigned activity-based funding project related activities and investigations to support service outcomes including liaising with internal and external stakeholders to obtain and provide information and data which supports the required objectives.
Continuous Improvement	> Participate in a continuous improvement culture within the Public Health Division where there is an expectation of excellence in customer service, product delivery and professionalism. > Monitor own performance to ensure that work is appropriately prioritised and completed on schedule to meet operational requirements.
Team membership	> Actively contribute to the overall effectiveness and efficiency of the Public Health Division. > Participate in team meetings, providing valuable insights and supporting team objectives. > Engage in professional development opportunities to enhance procurement and supply chain knowledge and public sector expertise. > Embrace a collaborative and inclusive team culture, reflecting the values of the South Australian Public Sector.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

> An appropriate degree.

Personal Abilities/Aptitudes/Skills:

> Ability to work under limited direction and to effectively prioritise work activities to achieve objectives and meet deadlines.
> Ability to communicate clearly in writing, particularly drafting business communication such as emails, reports, letters, and technical documentation, whilst complying with relevant probity requirements.
> Ability to research and analyse information, including the ability to access data, and to summarise information concisely and accurately.
> Proven ability to work effectively in a team environment and achieve agreed objectives.

Experience:

> Understanding of obligations when dealing with confidential information and managing disclosure of sensitive information in a commercial context and/or a politically sensitive environment
> Experience in the use of the MS Office suite of software products.
> Experience working with others in a team environment to achieve successful outcomes.

- Experience undertaking research and analysis to identify trends.

Knowledge:

- Knowledge of office management responsibilities, systems and procedures
- Knowledge and experience using in MS Office applications at an advanced level

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- N/A.

Personal Abilities/Aptitudes/Skills:

- Ability to prioritise and manage multiple tasks simultaneously, so that project milestones are achieved.
- Ability proactively to initiate stakeholder communication so that expectations are effectively managed.

Experience:

- Health care industry background and/or experience working with clinical and administrative systems or datasets.

Knowledge:

- Knowledge of the South Australian Health System.
- Understanding of project management methodologies.

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 the satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive* or its successor.
- **Appointment is subject to immunisation risk category requirements (see page 1). 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 the South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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.
- 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).
- *SA Information Privacy Principles.*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To create an inclusive and responsive environment where Aboriginal and Torres Strait Islander consumers are welcomed, valued and respected for their cultural knowledge and lived experiences. Our commitment extends to enhancing culturally safe workplaces by investing in our Aboriginal and Torres Strait Islander workforce, aligning with the SA Health Aboriginal Workforce Framework.
- To elevate the cultural capability of our non-Aboriginal staff, ensuring they can drive meaningful improvements in the health system, policies, planning and practices. This ensures our services are responsive to the cultural needs identified by Aboriginal and Torres Strait Islander people.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- *Health Practitioner Regulation National Law (South Australia) Act 2010.*
- *Mental Health Act 2009* (SA) and Regulations.
- *Controlled Substances Act 1984* (SA) and Regulations.
- Professional Practice Standards and competencies consistent with area of practice as varied from time to time.

SA Health/LHN/SAAS policies, procedures and standards

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 always 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:

Led by the Chief Public Health Officer, the Public Health Division is a service delivery arm of the Department for Health and Wellbeing, using health protection, health promotion and preventive health approaches at a population level.

The Public Health Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch (CDCB)
- Health Protection and Regulation
- Public Health Planning and Response

The Public Health Planning and Response Directorate supports the statutory role of the CPHO, LHNs, Local Government and other partners to prepare and respond to health emergencies, other public health challenges and manage blood supply and organ and tissue donation. The Communicable Disease Control Branch works to control communicable and infectious diseases at a population level in South Australia including health biosecurity at our borders. The Health Protection and Regulation Directorate has responsibility for a wide range of health protection functions through policy development, legislation and provision of technical advice, delivery of health protection programs and the management of compliance with public health legislation.

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.
- As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/20	03/05/21	Update Risk Management Statement

V9	04/05/21	07/12/23	Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/23	22/04/25	Updates to the General Requirements section and inclusion of a cultural statement/commitment and criminal history screening requirements, including National Coordinated Criminal History Check (NCCHC).
V11	23/04/2025		