





## SA Health Job Pack

<b>Job Title</b>	Manager, STAAR SA Project
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	713125
<b>Applications Closing Date</b>	28 February 2020
<b>Region / Division</b>	Wellbeing SA
<b>Health Service</b>	Integrated Care
<b>Location</b>	Adelaide
<b>Classification</b>	ASO8
<b>Job Status</b>	Part Time (0.8 FTE) / Term Contract (up to 14 months)
<b>Salary</b>	\$114,105-\$118,413 (Pro Rata)

## Contact Details

<b>Full name</b>	Alicia Murray
<b>Position Title</b>	Project Manager, My Home Hospital
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## 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 - <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>	Manager, STAAR SA project
<b>Classification Code:</b>	ASO8
<b>LHN/ HN/ SAAS/ DHW:</b>	Wellbeing SA
<b>Hospital/ Service/ Cluster</b>	
<b>Division:</b>	Wellbeing SA
<b>Department/Section / Unit/ Ward:</b>	Integrated Care
<b>Role reports to:</b>	Project Manager Home Hospital
<b>Role Created/ Reviewed Date:</b>	November 2019
<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)
<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:

- > The role of the Manager, Rapid Applied Research Translation (RART) State Action on Avoidable Re-hospitalisations and Readmissions (STAAR SA) within Wellbeing SA, Integrated Care Directorate is to contribute significantly to the development and ongoing success of a Medical Future Fund Rapid Health Translation project which is looking at ways to improve the experience of older persons who are admitted to SA hospitals. The project has been funded 2019-2021 to improve the clinical pathways and care for older people admitted to hospital by building collaboration across the care continuum.
- > The Manager will provide leadership and support for the Local Health Networks (LHNs) to participate in the STAAR SA project. Specifically the Manager will work on the following three key areas: assisting in the mapping of out of hospital services, leading the development of the Clinical Collaborative and developing a 'quality improvement collaborative', consisting of hospital and primary care clinicians, aged care organisations and consumers.
- > The Manager will contribute significantly to the development of pathway redesign work undertaken by the team and support and monitor implementation of this work.
- > Working with LHNs, Clinical Leads and clinical support structures in order to gain clinical engagement of older person's services will be a component of the role.

### Direct Reports:

- > Nil.

### Key Relationships/ Interactions:

#### Internal

- > The Manager STAAR SA Project is required to maintain a close working relationship with other staff in Wellbeing SA, key SA Health personnel including LHNs, other government agencies (State and Commonwealth) and key stakeholder organisations, particularly the clinical leaders.
- > Key relationships will be with the Clinical Directors of the older persons clinical services in each LHN ie with the geriatric, palliative care and rehabilitation departments in each LHN.
- > The Manager will communicate with the Urgent Care Network based in the Commission on Excellence and Innovation in Health and ensure that they are involved in initiatives to reduce the re-admission of patients into hospitals.

#### External

- > The role liaises with a range of external stakeholders, including managers and staff in LHNs, aged care organisations, private organisations, SAHMRI, Adelaide University, Flinders University other public sector agencies, Commonwealth agencies (eg Medicare Locals, Department of Health). This includes interaction with established governance groups including the project Executive team.
- > The project steering committee includes the Directors of Geriatrics at the Royal Adelaide Hospital, Lyell McEwin and Flinders Medical Centre, the Director of SAHMRI's Registry of Older South Australians, and representatives from Adelaide University, Flinders University, COTA, Country Health SA the PHNs and several aged care organisations (including Silverchain, Helping Hand and ACH group)
- > The Manager will meet weekly with the project manager based at Adelaide University who is responsible for coordinating the whole project, budget allocations and reporting to NHMRC.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Understand the complexities and interdependencies of complex health care systems.
- > Working with a wide range of stakeholders including consumer organisations such as COTA.

### Delegations:

- > Level 4 Finance and HR Delegations

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Project Management	<ul style="list-style-type: none"><li>&gt; Working with stakeholders to establish a project plan for the "quality improvement collaborative" which will focus on improving the experience of older people admitted to Adelaide's hospitals (particularly their transitions across care settings) and reducing their readmissions.</li><li>&gt; Establish the Clinical Collaborative group and ensure the effective working of the group through appropriate planning and allocation of resources to achieve the agreed project plan.</li><li>&gt; Monitoring and reporting outcome indicators from each LHN associated with the project outcomes.</li></ul>
Provision of effective clinical engagement related to the project deliverables	<ul style="list-style-type: none"><li>&gt; Developing a map of relevant existing out-of-hospital clinical services available in South Australia and identifying barriers to equitable access.</li><li>&gt; Working with SAHMRI epidemiologists and the project health economists to profile older South Australians at risk of multiple admissions and identify evidence based approaches likely to be useful.</li><li>&gt; Developing a core set of quality process indicators for out-of-hospital services to ensure relevance and congruence with State and</li></ul>

	<p>Department plans, directions and objectives.</p> <ul style="list-style-type: none"> <li>&gt; Work with translational research experts to develop appropriate materials to support the quality improvement collaborative.</li> <li>&gt; Ensuring application of systems that provide for appropriate evidence based decision making and continuous improvement processes.</li> <li>&gt; Achieving the linkages between out of hospital, in hospital, metropolitan and country services in the development of the quality improvement collaborative.</li> <li>&gt; Preparation and presentation of project reports, publications, information bulletins and other related information and material.</li> <li>&gt; Assist with the organisation of workshops on implementation and evidence translation.</li> <li>&gt; Work closely with COTA on a “plug in” to allow consumers input into the development of a core set of process indicators for out-of-hospital service evaluation.</li> </ul>
<p>Promote and coordinate activities of the Statewide Clinical Networks</p>	<ul style="list-style-type: none"> <li>&gt; Supporting the implementation of evidence based policies, programs and new service initiatives as appropriate.</li> <li>&gt; Regular liaison and consultation with community based organisations and service providers, including LHNs and Clinical Leads and Liaison as appropriate with Government agencies and non-government providers at a State level.</li> <li>&gt; Chairing and/or providing support to the STAAR SA Project Team as required,</li> </ul>
<p>Ensure clinical engagement and service development in accordance with Government health priorities, existing Statewide Service Plans, the State Government Strategic Plan and the Strategic Directions of Local Health Networks, the Department for Health and Wellbeing and Wellbeing SA</p>	<ul style="list-style-type: none"> <li>&gt; Providing leadership and support to hospital clinicians involved in the program.</li> <li>&gt; Leading, managing, conducting and evaluating a range of significant projects, programs, reviews and funding submissions related to Clinical Network recommendations and Plans within the framework of the corporate objectives.</li> <li>&gt; Providing expert advice on complex matters for consideration in the allocation of resources to health services, including the implications of National Health Reforms.</li> <li>&gt; Leading complex and critical processes to identify and interpret population needs, service utilisation patterns, disease patterns/profiles and service delivery methodologies for the development of programs and services relevant to out-of-hospital services.</li> <li>&gt; Managing, at a system wide level, the coordination of service plans and initiatives including the development of appropriate policies and procedures, the translation of recommendations for operational implementation and the provision of change management leadership and support to regional health services.</li> <li>&gt; Overseeing and ensuring that statewide service planning reflects national health priority projects and programs.</li> <li>&gt; Managing key projects and representing the Department in support of across government and inter-government (Commonwealth/State) initiatives.</li> </ul>
<p>Contribute significantly to the achievement and maintenance of best practice and the ongoing effectiveness and appropriateness of health services</p>	<ul style="list-style-type: none"> <li>&gt; Working closely and collaboratively with LHNs on the development of evidenced based service planning and the utilisation of a range of clinical and other performance indicators to inform the planning process.</li> <li>&gt; Facilitating the sharing and translation of evidence based innovations in clinical and organisational practices across metropolitan and country health services (LHNs).</li> <li>&gt; Facilitating and undertaking ad-hoc detailed analysis of clinical and/or support services and processes.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Nil

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

- > Proven successful leadership skills to motivate and inspire clinicians to work together as a team in the development of complex, multifaceted clinically focussed project work to a professional standard.
- > Demonstrated strong interpersonal and communication skills to effectively negotiate at senior levels, foster trust, resolve conflict, provide high quality reports and presentations and provide expert advice on a range of sensitive, strategic and complex issues.
- > Proven high level ability to anticipate, create and manage change in an environment of complexity and uncertainty including analysing complex problems and formulating and implementing innovative and appropriate solutions.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

#### **Experience**

- > Experience working with a clinical network of clinicians from a variety of disciplines and settings.
- > Experience working with consumer organisations.
- > Experience working with universities and research organisations eg SAHMRI.
- > Significant experience in managing complex programs and projects within a health setting, including policy development and planning.
- > Experience leading and working as part of a multi-disciplinary clinical team and managing human, financial and material resources.
- > Proven extensive experience in leading and managing effective and appropriate consultation with health care providers and managers across the service continuum.
- > Significant experience in project managing, performance monitoring and quality assurance including undertaking detailed analysis of health and aged care related data.

#### **Knowledge**

- > Detailed working knowledge of the Australian health system, its operations and emerging issues in health care.
- > A very sound knowledge of strategic planning processes and change management principles and practices.
- > A very sound knowledge of accountability and risk management as it relates to project management.
- > Knowledge of public sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Occupational Health, Safety and Welfare.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Prior experience with translational research.
- > Tertiary qualifications in a health or business related discipline(s), preferably including post-graduate studies.

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

- > A capacity to promote an environment of inquiry and evidence-based best practice.
- > Ability to lead a multi-disciplinary team on project and planning issues.

### **Experience**

- > Experience in implementation of evidence into practice.
- > Experience in clinical and service issues which affect older people.
- > Experience in inter-agency and/or inter-government projects.

### **Knowledge**

- > Sound knowledge of conflict resolution techniques.

### 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).
- > 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'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 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:

Wellbeing SA will oversee community-wide health and prevention services for all South Australians. It is envisaged Wellbeing SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease.

## 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			Original version.
V2			Safety & Quality statement in General Requirements.
V3			Minor formatting with order of information amended.
V4			Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.