



## ROLE DESCRIPTION

<b>Role Title:</b>	Aboriginal Workforce Engagement Officer
<b>Classification Code:</b>	ASO5
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster:</b>	Aboriginal Health
<b>Division:</b>	Watto Purrunga Aboriginal Primary Health Care Service
<b>Department/ Section/ Unit/ Ward:</b>	Aboriginal Health Strategy
<b>Role reports to:</b>	Manager Aboriginal Health Strategy and Research
<b>Role Created/ Reviewed Date:</b>	Created July 2022 / Reviewed January 2024
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Aboriginal Workforce Engagement Officer supports priority action areas identified to improve the attraction and retention of Aboriginal and Torres Strait Islander workforce and governance of associated Aboriginal workforce initiatives including the NALHN Aboriginal Workforce Plan. This includes, but not restricted to, strategic and operational planning, policy implementation and monitoring, information and data management, evaluation and reporting and service improvement projects.
- > This role provides high level project management support for business management and service improvement projects to support Aboriginal workforce attraction and retention. Work at this level is undertaken by employees with highly developed project and data management, analytical and written communication skills.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Manager Aboriginal Health Strategy and Research
- > Maintains close collaborative working relationships with the Aboriginal Community Engagement Officer, Aboriginal Health Senior Project Officer and Aboriginal Health Divisional Governance.
- > Supports and works collaboratively with all members of the Aboriginal Health team Aboriginal Health Initiatives Sub-Committee and Aboriginal Executive Committee

#### External

- > Maintains cooperative and productive working relationships with external stakeholders.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Working with limited supervision
- > Managing conflicting priorities and meeting demands in an ever-changing environment
- > Working across multiple sites

**Delegations:**

- > Nil

**Key Result Area and Responsibilities**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Aboriginal Workforce Engagement	<ul style="list-style-type: none"> <li>&gt; Strategic planning utilising data analysis to ensure Aboriginal workforce initiatives are relevant, appropriate and sustainable.</li> <li>&gt; Provide expert advice and information to ensure initiatives are implemented using best practice evidence to strategies known to achieve Aboriginal workforce attraction and retention objectives.</li> <li>&gt; Build Aboriginal workforce capacity through facilitating networking, training and educational opportunities as required that assist in achieving project goals.</li> <li>&gt; Provide a link between all NALHN Aboriginal and Torres Strait Islander Workforce such as a dedicated Aboriginal and Torres Strait Islander Employee Network</li> <li>&gt; Provide a link with other NALHN Divisions to support Aboriginal Workforce attraction and retention strategies.</li> <li>&gt; Engage and identify Aboriginal communities to work with in consultation with the NALHN Aboriginal Health Team and the Aboriginal community.</li> </ul>
Aboriginal Workforce Attraction and Retention	<ul style="list-style-type: none"> <li>&gt; Contributes to the planning, implementation and evaluation of service improvement projects and initiatives to support attraction and retention of Aboriginal and Torres Strait Islander workforce.</li> <li>&gt; Supports the development and implementation of improvements to service delivery processes and support systems.</li> <li>&gt; Manage communication and liaison with project partners and key stakeholders.</li> <li>&gt; Prepare reports and briefings to relevant stakeholders.</li> <li>&gt; Provide guidance and support for project team members.</li> </ul>
Strategic Planning and Policy Implementation	<ul style="list-style-type: none"> <li>&gt; Support the development and ongoing review of the NALHN Aboriginal Workforce Plan.</li> <li>&gt; Contributes to the review and improvement of data and information management systems.</li> <li>&gt; Utilises and analyses data to support strategic planning; and monitor, evaluate and report on the implementation of policy initiatives, business plans and workforce initiatives projects.</li> </ul>
Contributes to the Wellbeing of people in South Australia	<ul style="list-style-type: none"> <li>&gt; 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 disaster.</li> <li>&gt; Contributes to the improvement in health, well-being, and positive participation of Aboriginal and Torres Strait Islanders.</li> <li>&gt; Respecting people, understanding cultural difference, is sensitive and values differences and builds a positive relationship with all stakeholders.</li> <li>&gt; Demonstrates best practice and a commitment to quality standards, proactively identifying needs for improvement and showing initiative in meeting these improvement needs.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Nil

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

- > An ability to manage in accordance with 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.
- > Demonstrated ability to work effectively with Aboriginal and/or Torres Strait Islander peoples and to communicate and work collaboratively with stakeholders from a variety of professional and organisational backgrounds both verbally and in writing.
- > Demonstrated ability to advocate effectively for Aboriginal and/or Torres Strait Islander peoples to Government and community service organisations.
- > Proven ability to analyse complex issues, isolate essential aspects and initiate, develop and pursue innovative and practical strategic and holistic solutions.
- > Demonstrated ability to prepare high quality written briefings, planning documents and reports.
- > Demonstrated ability to work with minimum direction and supervision, to accept personal accountability for actions and continually seek to improve the quality of own performance.

#### **Experience:**

- > Demonstrated ability to use the suite of Microsoft programs and the ability to learn and adapt quickly to different software relevant to the area of practice.
- > Demonstrated experience in project and service delivery planning and coordination involving both teamwork and individual effort.
- > Experience and understanding of research methodologies and planning and evaluation principles as they apply to health services and integrating, where relevant, the results into practice.
- > Experience in health service needs analysis, design and implementation, including workforce development needs.
- > Experience in facilitating and supporting consumer and community participation in service delivery development and evaluation.
- > Experience in managing budgets effectively.

#### **Knowledge:**

- > Knowledge of public health approaches and primary health care principles.
- > Sound knowledge and understanding of the SA public health system and its operations.

### **DESIRABLE CHARACTERISTICS**

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

- > Tertiary qualification in health or project management.

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

- > Ability to work within a team framework that fosters an environment that develops staff potential.
- > Ability to analyse complex data.
- > Ability to undertake presentations to community and professional groups.

**Experience:**

- > Experience in project management and coordination.

**Knowledge:**

- > Knowledge of Aboriginal communities and nations
- > Knowledge of national and state policies which impact on Aboriginal health.

### Special Conditions:

- > **A requirement of this role is that the applicant is Aboriginal and/or Torres Strait Islander pursuant to the exemption from the *Equal Opportunity Act 1984 (SA)*. The role requires Aboriginal and Torres Strait Islander expertise, cultural knowledge and life experience. Only Aboriginal and/or Torres Strait Islander applicants will be considered for the role.**
- > 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.

### 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)* 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.
- > 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 & 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.

**Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > Limestone Coast Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 23/24 for NALHN is \$1.02 bn with a workforce of 4,710 FTE / 6,325 head count.

## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**



### Version control and change history

<b>Version</b>	<b>Date from</b>	<b>Date to</b>	<b>Amendment</b>
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	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021	20/12/2023	Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated
V7	21/12/2023		Special Conditions Updated General Requirements Updated Organisational Context Updated