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SA Health Job Pack

Job Title	Chief Executive Officer
Job Number	621476
Applications Closing Date	28 April 2017
Region / Division	Central Adelaide Local Health Network
Health Service	Executive
Location	Adelaide CBD
Classification	SAES Level 2
Job Status	Full Time / Term Contract (up to 5 years)
Salary	\$220,362-\$367,270

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

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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

Role Title:	Chief Executive Officer
Classification Code:	SAES Level 2
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	
Division:	
Department/Section / Unit/ Ward:	
Role reports to:	Chief Executive, Department for Health and Ageing
Role Created/ Reviewed Date:	April 2011 / April 2017
Criminal History Clearance Requirements:	<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:

Local Health Networks (LHN's) have been established under the National Health and Hospital Network (NHHN) Agreement. LHN's are responsible for operational management of public hospitals and are accountable for local delivery of health services.

The Chief Executive Officer (CEO) provides leadership to the Local Health Network (LHN) and is responsible for the sound governance and management of the LHN to ensure that:

- The LHN fulfils its purpose, effectively exercises its functions and complies with its financial and policy obligations;
- The LHN meets its obligations to deliver agreed services within an agreed budget and which meet specified performance standards, under its annual LHN Service Agreement with SA Health;
- The LHN implements SA Health service plans and policy;
- An annual report in respect of the LHN's finances and activities is produced which is compliant with State statutory, financial accountability and audit requirements;
- Effective communication and consultation mechanisms with SA Health entities and services, other State entities and local stakeholders, including clinicians and the community, are established and maintained

Key Relationships/ Interactions:

The Chief Executive Officer is accountable to the Chief Executive of the Department for Health and Ageing, in the governance and management of the LHN and for ensuring an effective contribution by the LHN to the SA public health system.

The Chief Executive Officer is accountable for giving effect to the annual LHN Service Agreement, effective local planning for the LHN, maintaining effective clinical governance processes and systems within the LHN, meeting the LHN's public reporting requirements, providing effective consultative mechanisms in relation to LHN activities and decisions, disseminating information and responding to inquiries about LHN activities and issues of public interest or importance.

As a member of the SA Health Portfolio Executive the Chief Executive Officer is accountable to the Chief Executive, Department for Health and Ageing for the proper exercise of functions delegated by the Chief Executive including the effective management of employees of SA Health and the provision of safe, fair and mutually respectful workplaces within the LHN.

The Chief Executive Officer works closely with the Chair of the Governing council to support the Council in fulfilling its functions. (The functions of local health networks Governing Councils is attached at Appendix A).

Challenges associated with Role:

The Chief Executive Officer is responsible for prudential and sustainable financial management in the Local Health Network including, but not limited to, ensuring expenditure within the Local Health Network is within its allocated budget. The Chief Executive Officer participates in the development of the annual LHN Service Agreement on behalf of the LHN and is responsible for the effective overall management of the LHN:

- To develop, and implement an operational plan to guide the delivery of the services, within the agreed budget under the Service Agreement;
- To implement and maintain effective processes and systems for clinical governance within the LHN;
- To give effect to the annual LHN Service Agreement consistent with SA Health and SA Government policy;
- To effectively exercise the statutory functions of the LHN;
- To implement appropriate budget processes and controls to meet the LHN's budget;
- To provide to the SA Department for Health and Ageing sufficient information regarding actual service levels delivered and other performance targets to enable the State to inform the Commonwealth of the payments to be made by it;
- To implement Clinical Services within the LHN in accordance with agreed SA Health Clinical Service Plans;
- To engage with: other LHNs to collaborate on matters of mutual interest, GP Plus and GP Super Clinics, local community health care providers, Primary Health Networks and aged care services; and the local community and local clinicians, to enable their views to be considered in decision making on service delivery at the local level;
- To provide effective management of, and a safe system of work for, staff of SA Health for which the Chief Executive Officer has delegated responsibility.
- To implement management and governance structures that facilitates networking across LHNs in consultation with the Chief Executive of the Department for Health and Ageing.

Resilience:

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

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.

General Requirements:

All employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.
- Code of Fair Information Practice.
- 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.

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.

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 Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in 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 subject to relevant provisions of the Executive contract.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Governance and Management	<p>The Chief Executive Officer is responsible for:</p> <p>Implementing an agreed governance and management framework for the LHN:</p> <ul style="list-style-type: none"> ▪ ensuring the effective performance of its statutory functions; ▪ ensuring systems are in place to comply with WHS and other statutory obligations; ▪ ensuring the LHN has the capacity, structure and practices to enable it: <ul style="list-style-type: none"> ○ to provide accessible, integrated, safe quality healthcare, ○ to operate within its allocated budget, ○ to meet Department for Health and Ageing financial, access, quality and activity KPI's, ○ to provide timely and accurate reporting to the Department on current financial status, access, quality, activity and workforce data, ○ to provide timely, accurate annual reporting and preparation of financial statements and high quality electronic financial data for submission to the Department. <p>Implementing agreed effective clinical and corporate governance frameworks for the LHN which are in line with SA Health wide policy and frameworks.</p>
Service Level Agreement	<p>Leading the development of the LHN Service Agreement with SA Health and keeping the Governing Council informed of progress.</p> <p>Implementing the LHN Service Agreement and other Government programs and policy directives as required.</p> <p>Reporting regularly to the Governing Council on the LHN's performance against the agreed performance monitoring measures in the Service Agreement.</p> <p>Ensuring the Governing Council receives sufficient timely and accurate information to enable it to discharge its role in the governance of the LHN.</p>
Operational and Clinical Services Plans	<p>Developing an operational plan for the LHN which is in line with system-side public hospital planning, policy and standards endorsed by SA Health and guides the delivery of services at the LHN level.</p> <p>Developing and strengthening clinical linkages across the LHN, and between LHNs, to ensure resources are used on an effective and</p>

	<p>equitable basis for the benefit of the people of SA.</p> <p>Developing structures and processes to ensure greater involvement by local communities and clinicians in the delivery of local health services.</p> <p>Establishing and maintaining effective systems to ensure that the LHN's resources are applied equitably to meet the needs of the community and that community and clinicians' views are considered in decision making within the LHN.</p> <p>Contributing to the delivery of health services across the State by working with the Department and across LHN's to implement and maintain State-wide clinical service networks.</p>
Resource Management	<p>Developing financial and business plans, strategies and budgets to ensure accountability and efficient provision of health services and the long term financial viability of the LHN.</p> <p>Managing the LHN to achieve a range of financial, access, safety, quality and accountability targets and standards including those set out in the LHN Service Agreement.</p> <p>Developing mechanisms for the monitoring of FTE within approved FTE caps and maintaining levels of FTE within these.</p> <p>As delegate of the Chief Executive, exercise the functions and meet the accountabilities of employer of staff for SA Health within the relevant division are met including the effective performance management and discipline of staff, provision of a safe and healthy work environment, with protection from harassment and discrimination in the workplace and ensuring staff receive appropriate training and development.</p>
Advice and Information Requirements	<p>Ensuring the provision of high level, timely, accurate and informative advice and reports to the Minister, the Chief Executive and the Governing Council of the LHN.</p> <p>Ensuring that information is promulgated to staff throughout the organisation and mechanisms are established to facilitate staff engagement.</p>

Performance Measures	Major Responsibilities
Leadership	<ul style="list-style-type: none"> • Achieving the main purpose of the position specified in the Position Description • Contributing to and driving the strategic directions for the organisation • Articulating the vision and mission for the organisation • Facilitating, encouraging and developing team performance and delivery • Sound clinical and corporate governance • Results orientation • Focussed on the delivery of safe, quality and accessible health services • Achieving improved health outcomes for Aboriginal people in line with the Aboriginal Health Strategy • Achieving better Worker Health and Injury Management outcomes for the staff of the LHN
Effective Management	<ul style="list-style-type: none"> • Competently undertake key roles and responsibilities specified in the Position Description • Building the capacity of the organisation • Sound decision making and problem solving skills • Achievement of allocated budgets and implementation of clinical, financial and budget strategies/targets • Embedding continuous improvement in all services delivered by the LHN • Sound human resources management and change management • Informed risk assessment and management • Media and stakeholder management
Collaboration and consultation	<ul style="list-style-type: none"> • Building co-operative and collaborative relationships and systems across SA Health • Effectively supporting and working with the Governance Council to achieve the required outcomes of the LHN • Working effectively and efficiently with external organisations, the Department for Health and Ageing and other LHN's

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- A tertiary qualification in a relevant discipline.

Personal Abilities/Aptitudes/Skills:

- Strong leadership and change agent ability with a demonstrated ability to motivate and inspire others to work together as a team to achieve objectives in a changing environment.
- Demonstrated ability to effectively liaise and collaborate with the general community and relevant organisations.
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.
- Demonstrated ability to manage and evaluate group and individual performance against agreed objectives.
- Demonstrated ability to communicate, both verbally and in writing, to a wide range of audiences on a range of sensitive and complex issues.
- Proven ability to negotiate at senior levels of government and private industry.
- Demonstrated ability to manage complex projects.
- Ability to be innovative and enterprising in relation to influencing and earning the trust and respect of relevant parties who possess a diverse range of values.
- 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

- Demonstrated experience in achieving successful outcomes in a complex multi-disciplinary organisation in a climate of continuing change, and increasing the effectiveness and accountability of the organisation and/or programs.
- Genuine experience in achieving successful financial outcomes in a complex and multidisciplinary agency.
- Proven experience in the effective management of human, financial and material resources including the management of business contracts.
- Experience in the preparation of reports, policies and plans dealing with complex issues.
- Experience in public speaking to both large and small groups of people and in liaison with the print and electronic media.
- Experience in managing and providing public health services.
- Experience in policy, strategic planning and innovative program development at a senior level, preferably in a human services related area.
- Experience in program evaluation and continuous improvement activities

Knowledge

- A demonstrated awareness of the political and socio-economic sensitivities that impact on the planning, development, funding, delivery and management of health services.
- Sound knowledge of the SA and Australian health system.
- Knowledge of Public Sector management aims, personnel management standards, in particular Equal Opportunity and Worker Health, Safety and Welfare.
- A strong understanding of emerging directions within the human services, nationally and internationally.

- Key knowledge of indigenous issues, especially as they relate to the provision of health services and sensitivity to other cultures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- A post graduate qualification in a relevant discipline

Personal Abilities/Aptitudes/Skills:

- Ability to form linkages across primary and acute care.

Experience

- Experience in leadership and management within a complex health system.
- Experience of successful change management of major proportions.
- Experience in successfully managing significant financial, physical and human resources in a complex health environment

Knowledge

- Understanding the political environment and managing successful to meet political agendas

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

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.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of the Royal Adelaide Hospital as a major tertiary facility, The Queen Elizabeth Hospital as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre and St Margaret's Rehabilitation Hospital, and a significant number of mental health and primary health care services.

Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

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 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: / /

Functions of local health network governing councils

The local health network governing council for a local health network has the following functions:

- (a) To advise on effective clinical and corporate governance frameworks to support the maintenance and improvement of standards of patient care and services by the local health network.
- (b) To advise on systems:
 - (i) to support the efficient and economic operation of the local health network, and
 - (ii) to ensure the network manages its budget to ensure performance targets are met, and
 - (iii) to ensure that network resources are applied equitably to meet the needs of the community served by the network.
- (c) To advise on strategic plans to guide the delivery of services for the local health network.
- (d) To provide strategic oversight of and monitor the local health network's financial and operational performance in accordance with the State-wide performance framework against the performance measures in the performance agreement for the network.
- (e) To make recommendations for the appointment of the Chief Executive Officer of the local health network and, where it considers it appropriate to do so, to make recommendations concerning the removal of the Chief Executive Officer.
- (f) To confer with the Chief Executive Officer of the local health network in connection with the operational performance targets and performance measures to be negotiated in the service agreement for the network under the NHHN Agreement.
- (g) To advise on the service agreement for the local hospital network under the NHHN Agreement.
- (h) To seek the views of providers and consumers of health services, and of other members of the community served by the local health network, as to the network's policies, plans and initiatives for the provision of health services, and to confer with the Chief Executive Officer of the network on how to support, encourage and facilitate community and clinician involvement in the planning of network services.
- (i) To advise providers and consumers of health services, and other members of the community served by the local hospital network, as to the network's policies, plans and initiatives for the provision of health services.
- (j) To endorse the local health network's annual report.
- (k) To liaise with the governing councils of other local health networks in relation to both local and State-wide initiatives for the provision of health services.
- (l) Such other functions as are conferred or imposed on it by the regulations.