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SA Health Job Pack

Job Title	Strategic Facilities Engagement Consultant - AGFMA
Job Number	644069
Applications Closing Date	30 March 2018
Region / Division	Department for Health and Ageing
Health Service	Infrastructure
Location	Adelaide CBD
Classification	ASO7
Job Status	Full Time / Ongoing Appointment
Salary	\$96,459-\$104,707

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

Full name	Mark Dennis
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Email address	mark.dennis@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Strategic Facilities Engagement Consultant - - AGFMA
Classification Code:	AS07
LHN/ HN/ SAAS/ DHA:	DHA
Division:	Finance and Corporate Services
Department/Section / Unit/ Ward:	Infrastructure
Role reports to:	Manager Property and Security
Role Created/ Reviewed Date:	December 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:

- > The Strategic Engagement Consultant AGFMA is accountable to the Manager, Property and Security for ensuring that SA Health Infrastructure Division takes a strategic, active, and expert role in engaging with and providing central oversight of consolidated asset maintenance activities and reporting across the individual five Local Health Networks, and a central role in the engagement with extended networks of stakeholders around performance standards/audit/compliance with Department for Planning, Transport and Infrastructure (DPTI) Across Government Facilities Management Arrangements and SA Health end users.
- > The position provides professional analysis and advice which supports the achievement of optimum asset and facilities management outcomes including strategic activities around the DPTI SAMIS and FAMIS databases, informing forward strategies for performance improvements or realignment of activities, and ensures asset and facilities contract obligations are fully understood, matched to SA Health requirements, and meet the intent of the business need.
- > Principal duties also include representing SA Health's requirements and departmental position in Steering Committees and Asset governance groups internally across Local Health Networks and externally across other government departments, using strong commercial acumen and expert financial analysis skills to review data around whole of SA Health contract usage, identifying risks and trends and providing critical advice to executive, pursuing efficiencies and effective usage of the AGFMA within SA Health and other duties as required and assigned from time to time.

Key Relationships/ Interactions:

Internal

- > Reports to the Manager, Property and Security and provides a specialist asset consultant service to SA Health.
- > The Strategic Engagement Consultant AGFMA operates in a close knit team, within a flat management structure.
- > The Strategic Engagement Consultant AGFMA will frequently liaise with a broad range of staff across the SA Health portfolio including the Director, SA BioMedical Engineering, the Manager Capital Asset Strategy, Strategic Assets Team, and Local Health Network staff.

External

Other government departments and agencies from time to time including Department of Planning, Transport and Infrastructure, other large portfolio agencies including Dept for Education and Dept for Families and Communities, and other external stakeholders as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Engaging proactively and with numerous stakeholders across an extensive government portfolio in a complex environment with competing priorities.
- > Evaluating and managing performance of SA Health's use of the DPTI AGFMA service in an environment of constant service delivery changes, ensuring Local Health Network participation in required processes.
- > Ensuring service alignment with SA Health divisional needs, including resolution of SA Biomedical Engineering maintenance requirements.
- > Ensuring up to date knowledge on overarching contractual requirements and current policies, government priorities, and market information relevant to role and responsibilities.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic / Analytical Critical Thinking	<ul style="list-style-type: none">> Conduct high level analysis, form conclusions and provide executive summary reporting on business activity and performance reporting, including against contract for SA Health users of the AGFMA, identifying risks and trends and providing strategies to improve and create efficiencies.> Contribute to critical thinking in developing improvement processes, consulting with stakeholders across Local Health Networks and individual business units to identify their requirements, determine appropriate models and create improved outcomes.
Communication / Collaborative and Informative Relationship Management	<ul style="list-style-type: none">> Build and maintain effective, positive internal working relationships across stakeholder networks in SA Health's five Local Health Networks.> Actively participate and promote communication and collaboration, partnering with Local Health Networks to provide an advocate role in ensuring AGFMA performance in metro and country regions.> Act as a central point of contract expertise for SA Health stakeholders, working collaboratively, ethically, and effectively to ensure systems and processes are clearly understood and feedback on contract performance is proactively managed.> Ensure timely, proactive and effective oral and written communication in the conduct of business, including accurate briefs to the Minister, Executive, and Local Health Network stakeholders.> Provide accurate representation of information and advice and effectively represent SA Health interests in across government committees and cross departmental interactions.
Quality Performance and Portfolio Management	<ul style="list-style-type: none">> Provide expert review and assessment of portfolio activities in respect to quality of services and channels for activity usage, employ and actively promote an attitude of continuous improvement, developing mechanisms for improving quality of information, level of active compliance, monitoring of quality performance and strategies for addressing gaps.

Process Compliance / Policies and Procedures	<ul style="list-style-type: none"> > Develop processes to ensure client group feedback is integrated within a quality cycle and leads to improvements in service delivery and use of mandated processes. > Ensure that SA Health participation in mandated government processes are in compliance with relevant policies, guidelines and standards. > Contribute to the development of SA Health central frameworks and operational policies and procedures in accordance with Government directives. > Conduct detailed investigations into performance issues, manage corrective actions on non-compliance and ensure adherence to DH requirements, standards, processes, reporting guidelines and mandated policy.
Accuracy & Benchmarking	<ul style="list-style-type: none"> > Review SA Health whole of department activities in relation to the AGFMA, SAMIS and FAMIS, ensuring consistency of approach and pursuing efficiency and accuracy in asset and facilities activities and reporting. > Analyse whole of Health Budgets for financial trends, opportunities for savings, monitor expenditure, prepare forecasts and provide specialist advice and financial analysis on complex matters. > Ensure that reporting on information pertaining to assets and facilities is consistent and accurate in line with SA Health's requirements.
Database Management/ Reporting	<ul style="list-style-type: none"> > Maintain centralised coordinated information supporting central oversight, financial impacts and risk management for Asset and Facilities activities across the SA Health portfolio. > Provide a clear and unambiguous audit trail for in preparedness for the Auditor General or other audit process that may be deemed appropriate and maintaining comprehensive file records of all official correspondence consistent with State Records guidelines.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Proven capabilities to engage proactively; and build and maintain effective working relationships across a diverse range of internal and external stakeholders.
- > Demonstrated high level verbal and written communications skills to articulate and present complex concepts clearly and concisely, undertake complex and sensitive negotiations with successful outcomes, handle issues with tact and diplomacy, facilitate mediation processes, and resolve conflict.
- > Proven high level analytical skills and financial/commercial acumen, the capacity to think clearly, objectively and logically about complex problems and formulate innovative and strategically focussed solutions, decisions and recommendations that influence positive outcomes.
- > Proven ability to work effectively and efficiently, independently and as part of a team, under broad direction, and to determine priorities, plan and prioritise high volumes of work in order to meet agreed goals and objectives and ensure deadlines are met.

Experience:

- > Demonstrated experience in asset or facilities management in a complex or high value commercial portfolio.
- > Demonstrated experience in effectively leading and ensuring timely completion of projects, including undertaking financial analysis, preparing and monitoring budgets, and accurately maintaining property information databases.
- > Demonstrated experience in undertaking accurate high level investigations, research and analysis of complex information, preparing summary briefs including strategies for improving alignment of services and outcomes, and presenting clear, accurate and effective proposals, recommendations, briefs and letters.
- > Proven sound experience in high level usage a computer based property information system and experience in the use of current Microsoft software packages, particularly Excel and Word.

Knowledge:

- > Knowledge and an understanding of ability to act within a contract management framework in relation to provision of facilities management services, including best practice principles and policies.
- > Effective Written English Language skills including grammar and punctuation.

DESIRABLE CHARACTERISTICS**Educational/Vocational Qualifications:**

- > Appropriate post-secondary qualifications.

Personal Abilities/Aptitudes/Skills:

- > Confidence in presenting to and interacting across a wide range of stakeholder groups with positive clear communication skills.

Knowledge:

- > Knowledge of the Department of Health's organisation, its objectives and policies and the relationship between its units, divisions and branches.

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

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

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing is an administrative unit under the Public Sector Act 2009.

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

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Infrastructure is part of the Finance and Corporate Services Division within the Department for Health and Ageing. Infrastructure contributes to the delivery of a safe, efficient, effective and environmentally sustainable public health system by planning for, delivering and sustaining infrastructure to meet the needs of clients in SA Health and the Department for Health and Ageing.

Infrastructure includes Capital Planning and Evaluation; Capital Projects; Property and Security and SA Biomedical Engineering.

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	12/12/17		Original version.