

i can

...do something
more meaningful



SA Health Job Pack

| | |
|---------------------------|--|
| Job Title | State Director, Drug and Alcohol Services SA |
| Job Number | 645867 |
| Applications Closing Date | 25 May 2018 |
| Region / Division | Southern Adelaide Local Health Network |
| Health Service | Drug and Alcohol Services SA |
| Location | Adelaide CBD |
| Classification | SAES-Level1 |
| Job Status | Full Time / Term Contract (up to 5 years) |

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 | Cathy Hoare |
| Phone number | 8226 5697 |
| Email address | catherine.hoare@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: | State Director, Drug and Alcohol Services SA |
| Classification Code: | SAES 1 Level |
| LHN/ HN/ SAAS/ DHA: | Southern Adelaide Local Health Network |
| Hospital/ Service/ Cluster | Drug and Alcohol Services SA |
| Division: | |
| Department/Section / Unit/ Ward: | |
| Role reports to: | CEO SALHN/DCE DHA |
| Role Reviewed Date: | 19 March 2018 |
| 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:

Drug and Alcohol Services South Australia (DASSA) is a statewide health service under the Southern Adelaide Local Health Network. The State Director DASSA is responsible for the management and monitoring of all aspects of tobacco, alcohol and other drug policy development and implementation, including the provision of independent specialist and strategic policy advice to the Minister for Mental Health and Substance Abuse through the Department for Health and Ageing's Chief Executive and Deputy Chief Executive, as well as the Chief Executive Officer, Southern Adelaide Local Health Network (SALHN). DASSA's strategic intention is the prevention and management of drug-related issues South Australia.

DASSA in partnership with South Australia Police leads the implementation of South Australian Alcohol and Other Drug Strategy 2017-2021. DASSA also has responsibility for administering the Tobacco Products Regulations Act 1991 and works in partnership with a range of government agencies to help implement the South Australian Tobacco Control Strategy 2017-2020.

The State Director represents SA Health at appropriate inter-government meetings and manages SA Health's involvement in all specialist committees (National and State) established to address licit and illicit drug related matters.

Key Relationships/ Interactions:

The State Director, DASSA, reports to the Chief Executive, DHA, through the Chief Executive Officer, SALHN and the Deputy Chief Executive, Finance and Corporate Services, in order to fulfil SA Health's obligations as lead State agency for implementing the Government's Alcohol and Other Drug Strategy, Tobacco Control Strategy and the tobacco, alcohol and other drug targets of South Australia's Strategic Plan. This includes responsibility for the day to day operational management of site based issues, financial and human resources. The State Director has line management responsibility for the staff of DASSA, incorporating clinical services, population health, research and planning functions, tobacco control, policy, community relations and resource management.

The State Director provides strategic and operational advice to the Minister for Mental Health and Substance Abuse and the Minister for Health through the Deputy Chief Executive, Finance and Corporate Services, and the Chief Executive, DHA. The State Director provides leadership to the whole of government processes to monitor and implement the South Australian Alcohol and other Drug Strategy and the South Australian Tobacco Control Strategy.

Challenges associated with Role:

The role is required to ensure DASSA operates under the legislative framework of the following Acts of Parliament related to alcohol, tobacco and other drug use, which are committed to the Minister for Mental Health and Substance Abuse:

- *Controlled Substances Act 1984*
- *Public Intoxication Act 1984*
- *Tobacco Products Regulation Act 1997*

Additionally, the State Director leads DASSA's efforts to achieve the following South Australian Strategic Plan targets:

- Target 80: Smoking — Reduce the smoking rate to 10% of the population and halve the smoking rate of Aboriginal South Australians by 2018 (baseline: 2008)
- Target 81: Alcohol consumption — Reduce the proportion of South Australians who drink at risky levels by 30% by 2020 (baseline: 2007)

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 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.

General Requirements:

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.

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|--|--|
| Strategic leadership to enable key relationship and partnership building | <ul style="list-style-type: none"> > Initiate, develop and maintain appropriate working relationships with other agencies to ensure appropriate integration of wider Government objectives and expectations > Provide strategic and programmatic advice to senior officers across government in leading the whole of government Alcohol and Other Drugs Strategy and Tobacco Control Strategy for South Australia > Establish effective relationships and partnerships with the private sector, other public sector, and community organisations and groups to enable the provision of high quality, cost-effective tobacco, alcohol and other drug prevention and intervention strategies for the South Australian community > Ensure appropriate partnerships with the private sector and other public sector agencies that foster the adoption of the most cost-effective technologies and models of best practice in the delivery of tobacco, alcohol and other drugs prevention and intervention strategies > Develop strategies to increase the participation of the private sector and other public sector agencies (health and non-health) in delivering tobacco, alcohol and other drug intervention and prevention strategies > Promote a coordinated, intersectoral approach to the delivery of tobacco, alcohol and other drug prevention and intervention strategies > Develop and implement strategies to ensure the organisation's activities are responding to community, including client, needs; and > Monitor the effectiveness of organisational activities in responding to community and client needs. |
| Corporate, community and operational strategies | <ul style="list-style-type: none"> > Ensure an appropriate planning and operational framework for health unit services and resource management in accordance with corporate governance and relevant legislation; > Maintain a continuous improvement system to monitor and report on the achievement of objectives; > Enable planned measurement of organisational achievement; and sponsor areas for innovative development, utilising strategic benchmarking, shared corporate services and standardisation/simplification of services where appropriate. > Ensure the establishment and maintenance of "value add" community relations and community participation > Development and implementation of strategies to promote the organisation to its community and enhance community awareness and understanding of relevant services and programs; > Focus activities towards providing high standards of care and response to community needs, informed by population health data > Create opportunities to monitor and respond to the effectiveness of systems in responding to community needs. |

| | |
|----------------------------|---|
| Organisational development | <ul style="list-style-type: none"> > Ensure the ongoing strategic organisational development of the organisation (including its structure, facilities, community relationships and relationships with other agencies and sectors) so that it achieves and maintains optimal effectiveness in a changing environment and serves as a model for the development and implementation of tobacco, alcohol and other drug strategies for South Australia > Promote of a shared vision that promulgates a sense of communality throughout the organisation and gives coherence to diverse activities; > Implement policies and strategies for the continued progressive integration of health services, programs and associated activities; > Design and implement an effective organisational structure with particular emphasis on building capacity to deliver integrated health services; > Promote a culturally safe environment, initiating enabling strategies as required; |
| Policy and Planning | <ul style="list-style-type: none"> > Undertake strategic and operational planning, monitoring and evaluation of the provision of tobacco, alcohol and other drug preventive and treatment services from a statewide perspective; > Manage all policy and program related aspects of the provision of licit and illicit drug prevention and treatment services provided by SALHN or funded through DHA; and > Promote evidence based and cost-effective approaches to the management of use and harms associated with the use of licit and illicit drugs > Represent the organisation and state government on peak national and international tobacco, alcohol and other drug policy and strategy development groups; > Represent the State Government on the Australian Intergovernmental Committee on Drugs and, where appropriate, its sub-committees and working groups > Presiding Member of the Controlled Substances Advisory Council, established under Section 6 of the Controlled Substances Act, 1984, to advise the Minister in relation to the Act. |
| Operational Services | <ul style="list-style-type: none"> > Ensure the effective and efficient management of finances, assets and operational procedures > Determining required financial resources to meet the organisation's continuing operating, non-operating and capital expenditure > Effective and efficient deployment of allocated financial resources within budget constraints > Monitoring and controlling expenditure in compliance with SA Health financial indicators, budgeting and legal requirements > Initiating, monitoring and controlling capital projects, including building development to ensure the achievement of SA Health objectives > leading the development and implementation of operational policy and business planning initiatives. |

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to lead, manage and motivate a diverse range of skilled and professional staff and to achieve defined outcomes through participatory management.
- > Demonstrated leadership qualities and an ability to be an effective change agent, including the skills to lead, manage and motivate a range of skilled and professional staff.
- > Demonstrated ability to interpret the legislative and organisational environment so as to develop and implement policies and programs effectively.
- > Demonstrated ability in policy, research, analysis and formulation including ability to provide succinct professional advice on policy issues.
- > Effective interpersonal skills including demonstrated skills in negotiation management, and the ability to understand the nature and rationale of different interest groups, having sensitivity to their reactions and the ability to balance their conflicting demands
- > Highly developed analytical and conceptual skills, including capacity to think and act innovatively.
- > Demonstrated ability to maintain effective communication links between key areas of the organisation and with stakeholders.
- > Demonstrated ability to achieve outcomes through effective delegation.
- > Demonstrated commitment to the education, development and well-being of staff.
- > 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

- > Proven experience in developing and implementing strategies to ensure an organisation's activities are responding to community, including client needs
- > Senior management experience in policy, strategic planning and programs development, implementation and review.
- > Experience in successfully initiating and implementing innovative management strategies.
- > Experience in achieving and maintaining a harmonious working environment.
- > Experience in developing tobacco, alcohol and other drugs policy, programs and services at a strategic, service delivery and administrative level.
- > Management of multidisciplinary teams providing direct services to the community.
- > Representation at high-level inter-governmental and intra-governmental meetings.

Knowledge

- > Working knowledge of the principles of the supply reduction, demand reduction and harm minimisation strategies in the tobacco, alcohol and other drugs field and the prevention and intervention strategies in the tobacco, alcohol and other drugs field.
- > Demonstrated knowledge of legislation relating to the health industry and the tobacco, alcohol and other drugs field.
- > Sound knowledge of:
 - o Community and cultural context of tobacco, alcohol and other drug use and abuse
 - o Role of policy in preventing drug use and reducing harms associated with tobacco, alcohol and other drug use
 - o The National Drug Strategic Framework and the principles of Harm Minimisation
 - o International evidence-based approaches to addressing tobacco, alcohol and other drug use and harms.
- > Substantial knowledge of health policy and current issues facing the Health industry as well as a sound understanding of financial and asset management
- > Understanding of the health and wellbeing issues affecting the Aboriginal community and relevant services/programs provided

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Relevant tertiary qualification in a related field.

Personal Abilities/Aptitudes/Skills:

>

Experience

- Proven experience of working at a management level in the tobacco, alcohol and other drug sector.

Knowledge

- > Understanding of political, legal and socio-economic impacts on the management of the health sector

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:

Drug and Alcohol Services South Australia (DASSA) provides a statewide health service under the Southern Adelaide Local Health Network. DASSA addresses alcohol, tobacco, and illicit drug issues and offers a range of prevention, treatment, education and community-based services for all South Australians. Our strategic intention is the prevention and management of drug problems across South Australia.

To achieve this, DASSA

- advises on a whole-of-government approach to prevent the use of illicit drugs and the misuse of licit drugs
- advises on policy relating to tobacco, alcohol and other drugs
- provides or brokers a range of prevention, intervention and treatment programs across the State with a particular focus on high risk groups and behaviours
- advises on evidence-based practice
- participates in research.

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: / /