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SA Health Job Pack

Job Title	Research Officer - Asthma
Job Number	643090
Applications Closing Date	23/3/18
Region / Division	Central Adelaide Local Health Network
Health Service	The Queen Elizabeth Hospital
Location	WOODVILLE SOUTH
Classification	GFSc1
Job Status	Temporary Full time up until 21/12/18
Indicative Total Remuneration*	\$64,978 - \$79,604

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	Binh Truong
Phone number	82227053
Email address	binh.truong@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:	Research Officer
Classification Code:	GFSc1
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	RAH and TQEH
Division:	Medical Specialties
Department/Section / Unit/ Ward:	Respiratory Medicine
Role reports to:	Project Officer
Role Created/ Reviewed Date:	June 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) Vulnerable (NPC) General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Research Officer participates in the conduct of research and the delivery of a range of research support services, under the broad direction of the Head of Respiratory Medicine. This includes participating in research planning, the sourcing, analysis and reporting on research data and information, and the maintenance and expansion of existing research networks, information-sharing and the building of research capacity across the Unit. The work that the Research Officer undertakes contributes to the achievement of defined objectives with the purpose of acquiring and communicating new knowledge of value in the field of health.

Key Relationships/ Interactions:

Internal

- > Responsible to the Head of Respiratory Medicine and will liaise with other research staff, medical, nursing staff and allied health staff as required

External

- May be required to communicate with the general public, clients and their families
- > Liaises with external organisations such as NHMRC, Universities, research institutes, Pharmaceutical companies, Therapeutic Goods Administration and the Asthma Foundation of South Australia.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Supporting the professional delivery of effective research support, and working efficiently to strict timelines, which underpins the achievement of Unit research goals within a complex, diverse and politically sensitive environment. .
- > Contributing effectively to the ongoing maintenance of internal and external relationships that underpin the work of the Unit.
- > Working with a high level of personal and professional integrity and motivation, and supporting the maintenance of a positive, collaborative and professional team
- > Travel may be required interstate to allow data comparison.

Delegations:

(Levels/ limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

- > NIL

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:

Managers and staff 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.

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.

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 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide a range of competent research services and support, which contributes to the ongoing acquisition of new knowledge of value in the CALHN Respiratory Medicine Department	<ul style="list-style-type: none"> > Contribute to research planning functions for the Unit, including participating in research planning sessions for the Department for all types of human health research including, but not limited to: <ul style="list-style-type: none"> ○ Clinical trials ○ Low risk research studies ○ QA and audit projects > Source relevant information from libraries, books and journals, electronic information systems and other sources of information, and undertake literature and information reviews, which contribute to the delivery of strategically focused research outcomes. > Contribute to the timely and appropriate execution of research, including actively participating in the production of data under close professional supervision. Undertake the timely, efficient and accurate maintenance of comprehensive records relating to the work performed and the results of relevant studies. > Carry out data auditing of medical records and electronic patient records into standardised templates (with a solid understanding of medical terminology). > Assist in data collection from various sources including patient records, interviews, focus groups and published articles. > Manage and complete data entry from standardised templates into password protected databases. > Contribute to the dissemination of new knowledge within the Unit, including drafting reports, abstracts, scientific papers and other instruments, and providing accounts of research undertaken and findings observed.
Monitoring of research projects	<ul style="list-style-type: none"> > Coordinating the ethical and governance review of research projects, including amendments and associated correspondence (adverse event and safety reports, and other general correspondence). > Selecting research patient records for random audit of correct procedures and documentation, reviewing and tracking responses to audit requests. > Coordinating the progress reports for approved research projects.
Contributes to the provision of advice and support, and the maintenance of effective relationships and networks	<ul style="list-style-type: none"> > Contribute to the maintenance and expansion of existing research networks, information-sharing and the building of research capacity across the Unit. > Liaise effectively with Unit stakeholders, including researchers in other agencies, hospital committees and departments, and participate in a range of assigned seminars and meetings to support the research objectives of the Unit. > Prepare clear and accurate advice, briefings, reports and presentations, as directed, to support future planning and directions for research and evaluation across the Unit.
Contributes to a safe and ethical working environment	<ul style="list-style-type: none"> > Ensure that the work undertaken within the Unit complies with human ethics, animal ethics, privacy and other appropriate guidelines. > Ensure that the work undertaken within the Unit complies with institutional and State Government policies on intellectual property. > Ensure the ongoing maintenance of the confidentiality of research proposals and research findings within the Unit.
Contributes to the effective organisation, operation and continual improvement of the	<ul style="list-style-type: none"> > Contribute to the Unit's research and evaluation functions and the identification of associated trends, issues and resources that inform Unit research programs and initiatives.

Unit's research programs and objectives	<ul style="list-style-type: none"> > Work under close supervision to contribute to the implementation, review and maintenance of guidelines, plans, processes and systems, to support the achievement of ongoing standards of rigor and relevance across all evaluations and research conducted. > Support assigned research projects, including for the preparation of reports on research findings and a range of relevant data, information and advice from tertiary institutions, networks and other sources. > Provide assistance to other staff members, as required, to support the effective determination of priorities, and the achievement of the Unit's programs and quality and performance objectives. > Monitor and update systems, processes and procedures as directed, to support effective knowledge management, information-sharing and continuous improvement.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Science (Honours) degree covering fields relevant to role in the research program or project

Personal Abilities/Aptitudes/Skills:

- > Proven ability to work under close professional direction, either autonomously, or in a team environment, and to deliver on performance objectives, plan activities and meet priorities, and to utilise an enthusiasm for acquiring knowledge in order to effectively analyse and resolve problems in a clear, innovative and resourceful manner.
- > Demonstrated proficiency in data and information research, extraction, collection, analysis, recording and presentation, including skills in internet based information searches and the utilisation of library resources, and a capacity to undertake database management, statistical analysis, and spreadsheet and graphic presentation.
- > Demonstrated interpersonal and communication skills to support the involvement and co-operation of, and liaise and consult and negotiate with, a range of stakeholders, and provide timely, professional and responsive advice, reports and briefings.

Experience

- > Well-developed experience in using computers and database packages for the recording, analysis and communication of information and data such as MS Word, Excel and Access.
- > Proven experience in participating effectively in research activities, including assisting researchers with paper formatting, referencing and submission for journal articles, and contributing to other scientific published work and/or presentations.
- > Experience in contributing to, or undertaking, projects to support the delivery of research objectives.

Knowledge

- > Well-developed knowledge of qualitative and quantitative research design methods and practices, and its application and utilisation within a health environment, and knowledge of scientific and medical terminology, particularly within a specific field that is relevant to the assigned operational area.
- > Well-developed understanding of research activities within a large organisation, including issues relating to human medical research.
- > Well-developed knowledge of computer based information systems and their application within the health field.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > An Honours degree for research in a relevant field

Personal Abilities/Aptitudes/Skills:

Experience

- > Direct research experience appropriate to the area of Respiratory Medicine.
- > Experience in Research Ethics and Governance submissions.
- > Experience in auditing or data collection for research purposes.

Knowledge

- > Knowledge of the literature that is pertinent to the specific assigned research field.

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 (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), 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.

Department of Respiratory Medicine:

The Clinical Practice Unit is the research team of the Respiratory Medicine department at The Queen Elizabeth Hospital. The Respiratory Medicine Department and Clinical Practice Unit have many research projects underway. Areas of interest including non-invasive ventilation, respiratory failure, asthma, chronic obstructive pulmonary disease (COPD), tobacco cessation and prevention, Indigenous health, pleural disease, depression, anxiety, thromboembolic disease, sleep apnoea, lung volume reduction procedures, pneumonia and many others. The purpose of this work is to

improve patient care, reduce hospital admissions, reduce health care expenditure and improve quality of life. This is done through exploring the barriers and facilitators for current practice, identifying optimal management techniques on a global scale, implementing this optimal management using an evaluative design (e.g. a randomised controlled trial), then disseminating the results for improved practice, policy and patient utilisation.

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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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: