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## SA Health Job Pack

Job Title	Graduate Workforce Relations Adviser
Job Number	656227
Applications Closing Date	24 March 2018
Region / Division	Country Health SA Local Health Network
Health Service	People and Culture Workforce Relations
Location	Adelaide CBD
Classification	ASO2
Job Status	Temporary Full Time Appointment
Indicative Total Remuneration*	\$56,389 - \$61,036 pa

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Fadie Elsayed
Phone number	8226 6528
Email address	fadie.elsayed@health.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

<b>Role Title:</b>	Graduate Workforce Relations Adviser
<b>Classification Code:</b>	ASO 2
<b>LHN/ HN/ SAAS/ DHA:</b>	Country Health SA Local Health Network
<b>Hospital/ Service/ Cluster</b>	
<b>Division:</b>	People and Culture
<b>Department/Section / Unit/ Ward:</b>	Workforce Relations
<b>Role reports to:</b>	Principle Workforce Relations Adviser
<b>Role Reviewed Date:</b>	February 2018

## ROLE CONTEXT

### Primary Objective(s) of role:

The Graduate Workforce Relations Adviser is accountable to the Principle Workforce Relations Adviser for contributing to the management of specific employee and industrial relations functions and for the provision of employee relations advice and services to Country Health SA Local Health Network (CHSALHN) health units and other client groups, which result in best practice workforce management and development.

The Graduate Workforce Relations Adviser will participate in employee relations projects, and contribute to workforce policy and procedure development, implementation and evaluation.

### Key Relationships/ Interactions:

### Delegations:

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

> n/a

### 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 (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > 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.
- > Undertake training as required to maintain required competency of skills and knowledge applicable to the role.

**Handling of Official Information:**

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

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

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

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

**White Ribbon:**

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

**Cultural Statement:**

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

**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 (DCSI).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > 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
Client Service	Ensure the activities of the Workforce Relations service are customer focused by contributing to an integrated team approach, inclusive of People and Culture services including Workforce Operations which is highly responsive to the needs of internal and external clients.
Advisory service	<p>Assist in the provision of an effective high level industrial and employee relations advisory service to CHSALHN health units and other client groups in a timely and effective manner by:</p> <ul style="list-style-type: none"> <li>&gt; Providing advice, recommendations and support in regard to the interpretation and application of Government and/or personnel policies, determinations and initiatives and State and Federal awards and agreements;</li> <li>&gt; Participating in project and policy reviews and research matters;</li> <li>&gt; Preparing and developing reports and recommendations relating to employee relations matters affecting client groups;</li> <li>&gt; Providing support and assistance to the Principal and Workforce Relations Advisers and other Workforce team members on a range of projects and initiatives, requiring investigation, research and analysis.</li> </ul>
Industrial liaison	<p>Assist with the provision of industrial and employee relations policies, guidelines and procedures by:</p> <ul style="list-style-type: none"> <li>&gt; Reviewing relevant policies, guidelines and procedures and recommending amendments where appropriate;</li> <li>&gt; Providing guidance on the application and implication of relevant legislation and Government and SA Health policies and procedures.</li> </ul>
Information analysis	<ul style="list-style-type: none"> <li>&gt; Contribute to the effective management of industrial and employee relations information, within and relevant to, the CHSALHN health units by collecting, analysing, disseminating, recording and reporting on information;</li> <li>&gt; Provide administrative and research support for the Workforce Relations Unit;</li> <li>&gt; Contribute to the promotion and implementation of the objects and principles of the <i>Health Care Act 2008</i> and <i>Public Sector Act 2009</i> (inclusive of the Code of Ethics for the South Australian Public Sector).</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- An appropriate tertiary qualification in Industrial Relations and/or Human Resource Management or other relevant discipline.

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

- Sound analytical skills, both quantitative and qualitative.
- Ability to communicate effectively, both orally and in writing with a wide range of individuals and organisations.
- Possess initiative in a team environment, and ability to contribute as a team member.
- Ability to work without close supervision and to work within time frames, ensuring that deadlines are met.

#### **Experience**

- Experience in producing written documents.

#### **Knowledge**

- Knowledge of documentation presentation styles.
- Practical knowledge of a range of software applications including the Microsoft Office suite of products.





## 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.

### Health Network/ Division/ Department:

The Workforce Relations Unit supports workforce and work practice reform through industrial instruments, and negotiation with employees and their associations. The unit provides advice and assistance to management across SA Health in order to maintain a stable industrial relations environment and sound working relationships with staff and unions.

## 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.

## 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:**