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SA Health Job Pack

Job Title	Manager, Wastewater Management
Eligibility	Open to Everyone
Job Number	699496
Applications Closing Date	26 July 2019
Region / Division	Department for Health and Wellbeing
Health Service	Health Protection Branch
Location	Adelaide
Classification	PO4 + MA
Job Status	Full Time / Ongoing Appointment
Salary	\$102,496-\$111,705

Contact Details

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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.

Immunisation

Risk Category C (minimal patient contact)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

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:	Manager, Wastewater
Classification Code:	PO4+ MA
LHN/ HN/ SAAS/ DHA:	DHW
Hospital/ Service/ Cluster	Health Protection and Licensing Services
Division:	Health Regulation and Protection
Department/Section / Unit/ Ward:	Health Protection Branch
Role reports to:	Director Health Protection
Role Created/ Reviewed Date:	19 February 2007 / April 2016
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)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

This high profile position is responsible for the initiating, formulating and implementing wastewater management policy and programs across South Australia. The incumbent oversees the provision of a critical health service to ensure that health protection policy and programs respond to continuing and emerging health threats.

The position provides expert professional consultancy and advice on issues related to wastewater and public health law enforcement across South Australia and will represent SA Health on a number of high level state and national committees.

The position is responsible for the efficient functioning and management of the Wastewater Management Section and effective deployment of its resources.

Direct Reports:

- > Reports directly to the Director, Health Protection.
- > Provides management, coordination, leadership and direction for the Wastewater Management Section (3 x PO2, 1.5 xPO3)

Key Relationships/ Interactions:

Internal

- > The Health Protection Operations and Water Quality Sections of Health Regulation and Protection

External

- > Other Departments including Environment Protection Authority, the Department for Environment, Water and Natural Resources, Office of the Technical Regulator and Essential Services Commissioner of SA, the Local Government Association, individual councils, relevant Australian Standards Committees and other national regulatory forums.

Challenges associated with Role:

- > Effective management of departmental human, financial and other resources to deliver essential public health services to the South Australian community including through the oversight and implementation of public health legislation.
- > The maintenance of high level knowledge and skills to keep pace with new technical and regulatory developments and strategies
- > Adaptive management to respond effectively to changes in service structure and policies in a dynamic environment.

Delegations:

- > Level 5 Financial Delegations
- > Level 5 Human Resource Delegations
- > Delegations assigned to the position under the *South Australian Public Health Act, 2011* and the South Australian Public Health (Wastewater) Regulations 2013.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Wastewater management functions and responsibilities delegated by the Minister under the <i>South Australian Public Health Act 2011</i> are undertaken	<ul style="list-style-type: none">> Enforcing legislation for the proper collection, treatment and management of wastewater and recycled water in towns, townships, Aboriginal Settlements' other residential developments and tourism facilities by sewerage or similar other technologies.> Supervising the conduct of assessments and issuing of approvals under delegated authority of the design, installation and operation of wastewater collection, treatment and recycling systems.> investigating alleged breaches of the legislation and preparing prosecution or administrative action; and> Providing expert professional advice, of a complex and/or novel nature, to senior management, other government agencies, local government and the private sector.> Assessing, defining, and interpreting a wide range of complex issues associated with hazards from wastewater and initiating, leading and participating in policy and legislative development and collaborative programs to ensure appropriate Government responses.> Collaborating with senior management across the Department for

	Health and Ageing, planning authorities, other government departments local government, the private sector, land developers, industry, community groups and the public in relation to wastewater issues to ensure the Government's health protection objectives are achieved
Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients. > Ensure the effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Budget preparation, monitoring and reporting and adherence to resources allocations. > Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Work Health and Safety by adhering to the provisions of relevant legislative requirements.
Effective and efficient management and functioning of the Wastewater Management Section	<ul style="list-style-type: none"> > Planning, providing supervision and leadership and analysing work tasks, demands and resource requirements; > Managing financial and human resources; > Contributing to business and strategic planning for the Section, the Health Protection Branch and the Public Health Directorate
Ensure the Department for Health and Ageing responds appropriately to emerging wastewater issues	<ul style="list-style-type: none"> > Initiating and developing policy and legislative standard development; > Developing responses for and briefings to the Minister; > Participating in local, state and national fora on wastewater issues; > Maintaining effective relationships with key stakeholders including SA Water, Office of the Technical Regulator and Local Government; > Contributing to research in the field by identifying research priorities and collaborating with research institutions.
Disaster management	<ul style="list-style-type: none"> > Contribute to the well-being of people in South Australia through participation 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.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > A recognised degree in Environmental / Public Health Engineering, Environmental Health or a relevant field of Science related to wastewater that could be accepted for appointment as an Authorised Officer under the *South Australian Public Health Act 2011*.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to exercise leadership, professional independence and judgement in the absence of definitive technical, legal or policy guidance, and operate autonomously when undertaking complex technical tasks.
- > Demonstrated ability to analyse and interpret complex issues, formulate and implement innovative solutions regarding biological, chemical and other hazards related to wastewater and water pollution.
- > Demonstrated ability to manage human, financial and physical resources to maximise performance outcomes.
- > Demonstrated ability to communicate with, motivate and train other staff; participate in the training of health or other personnel on aspects of public and environmental health, provide high level strategic advice and communicate and build collaborative working relationships with senior management, other stakeholders and the public.
- > 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, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

Experience

- > Extensive experience in the assessment of complex wastewater management systems, including collection, treatment and reuse.
- > Experience in the enforcement of public health legislation.
- > Experience in the development of government policy.
- > Experience in the management of a multidisciplinary team

Knowledge

- > A thorough knowledge of wastewater engineering and science, and associated health hazards;
- > Knowledge of the responsibilities and working relationships of State Government agencies and Local Government as they relate to wastewater management.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Relevant post-graduate qualifications in Environmental / Public Health Engineering, or Science.

Personal Abilities/Aptitudes/Skills:

Experience

- > Demonstrated experience in the development and administration of environmental health legislation; and in the preparation of briefing papers to Management and/or the Minister, and in the preparation of Cabinet Submissions.
- > Demonstrated experience in the development of promotional activities and public awareness campaigns, including the preparation and delivery of training programs.

Knowledge

- > Knowledge of the operation of local, state, interstate and international health authorities and agencies in the areas of wastewater management and biological hazards.

Special Conditions:
<ul style="list-style-type: none">> 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.> <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> 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 <i>Children's Protection Act 1993</i> or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 2014</i> pursuant to the <i>Aged Care Act 2007</i> (Cth).> Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.> 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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> 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 for Health Care Workers in South Australia Policy Directive.*
- > *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 and 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 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 Health Protection Branch focuses on the identification, monitoring, investigation and management of environmental factors that impact on the health of the South Australian community. It does this through the development and direct delivery of health protection legislation, policy, advice and services.

The spectrum of public health action provided by Health Regulation and Protection addresses the State Public Health Plan's four priority areas and system building commitments and are consistent with public health service provision in other jurisdictions.

The SA Health Public Health effort is shared across a number of areas including: Health Regulation and Protection' Branches Food & Controlled Drugs; Scientific Services; Health Protection and Public Health Partnership's, and the Office of Public Health

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:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019		Added categories for immunisation requirements on front page.