**COVID-19**

**ROLE STATEMENT**

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| **Role Title:** | Team Leader Administration/ Project Team Leader – Various Opportunities |
| **Classification Code:** | ASO7 |
| **LHN/DHW:** | Department for Health and Wellbeing |
| **Division:** | Various |
| **Department/Section/Unit:** | Various |
| **Role reports to:** | Director / Project Manager |
| **Role Created/ Reviewed Date:** | September 2021 |
| **Criminal and Relevant History Screening:** | [ ]  Aged (NPC)[ ]  Working With Children’s Check (WWCC) (DHS)[ ]  Vulnerable (NPC)[x]  General Probity (NPC) |
| **Immunisation Risk Category Requirements:** | [ ]  Category A (direct contact with blood or body substances)[ ]  Category B (indirect contact with blood or body substances) [x]  Category C (minimal patient contact)  |
| **Direct Reports** | Dependant on the role  |
| **Delegations** | Dependant on the role |

**ROLE PURPOSE:**

The Team Leader Administration/ Project Team Leaderand is required to plan and implement Department for Health and Wellbeing (DHW) objectives. The scope of the duties will impact significantly upon DHW objectives and goals and may contribute towards the development of government policy.

The role will be accountable for the following but not limited to:

* Leading and managing a business unit or section within DHW;
* Providing high level confidential business support to the DHW Leadership Team that was established to provide mechanism to address priority reforms and other high report issues which require a collaborative cross-department response during COVID-19;
* Maintaining relationships with all COVID-19 workstream groups to ensure efficient service delivery with a high level of autonomy;
* Setting-up and maintaining the strategic direction for a DHW business unit or section;
* Undertaking project and policy work as required for the effective operation of the business unit or section.
* Undertaking a strategic liaison role to provide solutions and outcomes that impact on public information needs.

**KEY RELATIONSHIPS/INTERACTIONS:**

Internal

* Reports to the Director or Project Manager.
* Liaise and develop strategic networks with key working groups, bodies and representative organisations at state and national level including; Australian Government and State and Territory Health departments and disaster management operations.
* Fosters close working relationships with key departmental stakeholders, including Department for Health and Wellbeing (DHW) and Local Health Network (LHNS).

External

* Members of public, Local Health Network staff, SA health employees, local, State and Commonwealth Government agencies, contractor and external stakeholders.

**CHALLENGES ASSOCIATED WITH THE ROLE:**

* Supports SA Health with the strategic intent to prevent community transmission of COVID-19 and the control of strategic risks associated with the COVID-19 pandemic emergency.
* Working in a fast-paced environment characterised by complexity, innovation and change.
* Working in an emerging and rapidly changing public health response what is highly impactful to human health whilst being mindful of political and economic sensitives.
* When a critical event occurs the incumbent will be required to assist with tasks with fall outside of the day to day business.

**SPECIAL CONDITIONS:**

* May be required to participate in an after-hours on-call roster/some out-of-hours work.
* Intrastate/interstate travel may be required.
* Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

**KEY RESULT AREAS AND RESPONSIBLITIES**

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| **Key Result Areas** | **Major Responsibilities** |
| Develop and maintain effective relationships with key internal and external stakeholders to inform and support the effective functioning of the DHW Leadership Team | * Establish and maintain effective relationships within the COVID-19 Workgroup structure supporting the DHW Leadership Team.
* Provide high level executive support for COVID-19 response and liaise with other COVID-19 workstream secretariats and subcommittees to ensure that actions are effectively implemented.
* Lead, develop and foster a positive work culture.
* Develop sustaining and leveraging relationships with internal and external partners to further enhance SA Health’s disaster resilience capacity and capability to help create a resilient and learning organisation.
* Provide strategic, policy and governance advice as required to the COVID-19 response and workstream secretariats, principal committee secretariats, their subcommittees, and key stakeholders with the aim achieving the priorities of the business through fostering positive relationships and the achievement of mutual projects, goals and objectives.
* Develop and/or coordinate timely responses to requests for expert advice.
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| Project and work program management | * Establish and maintain appropriate information systems which enable regular monitoring and reporting on progress of projects, initiatives and actions against plans.
* Lead and undertake projects and policy development and review as required.
* Contribute to the implementation of quality improvement standards and measurement strategies within the business functions.
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| Effective strategic planning and preparedness to respond to changing needs | * Lead, develop and implement strategic direction for the team, utilising National and State frameworks where applicable and monitor performance against strategies.
* Undertake a strategic liaison role to provide solutions, policy advice and outcomes that impact on public information needs.
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| Provision of information to support policy, planning and evaluation of programs specific to the business unit or section | * Manage and/or prepare briefings and correspondence for the Minister and others on matters related to the COVID-19 response.
* Manage and/or prepare media alerts, information alerts and promotional materials.
* Disseminate information to relevant stakeholders in accordance with ethical and legal privacy arrangements.
* Develop processes for information requests and exchanges ensuring confidentiality, security and integrity requirements are upheld.
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**KEY SELECTION CRITERIA:**

* Deliver customer focused and strategically aligned services and practices and engage with stakeholders to successfully negotiate sensitive, critical or complex matters.
* Extensive experience in leading, motivating and influencing employee, driving and evaluating work objectives for improved service performance across strategically aligned functions.
* Demonstrate ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
* Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
* Extensive experience in motivating and managing the performance and development of administrative employees in the delivery of complex programs, projects, systems and/or services that efficiently utilise allocated resources.
* Demonstrated ability to act with urgency, accept and expect responsibility, successfully implement and coordinate change and risk management initiatives and complex solutions within span of assigned functions.
* Proven ability to work under broad directions in initiating, planning, implementing, co-ordinating and delivering significant programs of work and measuring and improving performance outcomes.
* Demonstrated ability to quickly analyse, react and suggest practical and innovative solutions for a range of sensitive, critical or complex issues including providing expert advice on discipline related policies and processes.
* Broad knowledge of the discipline and the issues, risks, trends and directions associated with the assigned services, systems and/or programs including an understanding of social, economic and commercial considerations.
* Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiate and resolve conflict with employee and stakeholders.
* 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 31000:2018 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

**INCUMBENT ROLE ACCEPTANCE**

Employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements (refer to Induction and Orientation intranet page).

I have read and understood the responsibilities associated with role as outlined within this document.

**Name: Signature:** **Date:**

**Manager Name: ………………… Role Title:**

**Signature: Date:**

**Version control and change history**

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| **Version** | **Date from** | **Date to** | **Amendment** |
| V1 | 01/09/2021 |  | Original version. |