



COVID-19 Response Administration EOI FAQs

Who can apply?

We are inviting internal and external applicants (existing and non-existing South Australian Public Sector employees), to express their interest in working in administration roles to support us in our COVID-19 response.

Aboriginal and Torres Strait Islander applicants are encouraged to submit an expression of interest.

This expression of interest is available for applicants who are either a permanent Australian resident/citizen or have a current Australian work permit/visa. SA Health is unable to sponsor for these duties due to Australian Government (Department of Home Affairs) regulations.

Where will the roles be working?

Administration duties are undertaken across a variety of our COVID-19 response business units including:

- > COVID-19 vaccination clinics
- > State Control Centre - Health including supporting planning, logistics and exemptions functions
- > COVID-19 Contact Centre
- > Communicable Disease Control Branch Operations including supporting contact tracing
- > Medi-Hotels and quarantine facilities.

Our COVID-19 response business units mainly operate in metropolitan Adelaide however, opportunities may become available in regional South Australian locations.

Should your application progress, the location of duties will be discussed with you.

Given the short-term nature of the duties, relocation support is unavailable.

What skills are required?

We are looking for people with the following attributes:

- > Customer service experience
- > Resilience and adaptability to work in challenging situations
- > Strong communication and team skills
- > Strong administrative skills
- > Strong written and verbal communication skills
- > Data entry and computer skills
- > Ability to work under pressure and use initiative
- > Attention to detail

Please list any additional skills, qualifications, and/or relevant experience in your application.



Are the positions full-time or part-time, and for what duration?

Opportunities may be offered as casual, temporary full-time and temporary part-time contracts and remuneration will be adjusted accordingly.

Position duration is subject to business requirements, with some roles anticipated to continue into 2022.

Will I be required to wear Personal Protective Equipment (PPE)?

Depending on the nature of duties undertaken, PPE may be required in line with infection control and prevention precautions. Any requirements will be explained to you if your application progresses.

How do I submit my expression of interest?

Expressions of interest will only be accepted online.

You can submit your expression of interest via the [I WORK FOR SA website](#).

What are the hours of work?

The working hours for many of the administrative duties are 9am to 5pm, Monday to Friday (37.5 hours per week).

In some circumstances there may be requirements to work extended hours, and over a seven (7) day week roster. In such cases, there may be a range of shifts/hours available and flexibility in rostering to match applicant availability and service requirements.

The South Australian public sector promotes diversity and flexible ways of working including part-time. Applicants are encouraged to discuss flexible working arrangements that may be available.

Will I need to undertake any specific training?

As part of their induction, orientation and onboarding, successful applicants may be required to undertake mandatory training. This will be at no cost to the applicant.

Will I have to attend an interview and provide referee details?

Yes. A telephone or face-to-face interview will be arranged to make sure we match applicants to suitable roles.

We also request that referee contact details are provided in your application.

Will I have to fulfil immunisation requirements?

Many of our administrative duties require Immunisation Status Category C in accordance with the SA Health Immunisation for Health Care Workers and Quarantine Workers Policy. You may also require vaccination against COVID-19 under the [Emergency Management \(Healthcare Setting Workers Vaccination\) \(COVID-19\) Direction 2021](#). You will be advised of immunisations required.

Please visit the SA Health website for more information about [Health Care Worker immunisation requirements](#).



Will I require a Criminal History clearance?

Yes. SA Health must comply with legislation regarding screening of workers for their suitability to work within SA Health.

A current clearance is required to finalise your application. If you don't have a current clearance, you can apply via the SA Police website, or through an online, accredited provider. The type of criminal history clearance required for this expression of interest is as follows:

- > National Police Check – General Employment Probity Check

You will not be able to commence a position with SA Health until your clearance has been attained. If an additional criminal history clearance is required, you will be advised prior to commencement.

Please see the [Guidelines when applying for a job in SA Health](#) webpage for more information about criminal history screening and background checks.

When should I expect further contact?

You will receive an email confirming that we have received your application. Shortlisting will be prioritised dependent on the business needs at the time.

As you can appreciate, this is a busy time for the health services, so we ask for your patience and understanding.

I've got a question that wasn't answered here. Who can I ask?

If you have a question that hasn't been answered, please email: Health.WorkforceEnablement@sa.gov.au