

Position	Environmental Sustainability Officer
Classification	ASO7
Division	Infrastructure Services and Digital Health
Department / Section / Unit / Ward	Corporate Services
Role reports to	Executive Director Infrastructure and Digital Health
CHRIS 21 Position Number New	Role Created / Review Date – 2024-25-0124 04/09/2024
Criminal History Clearance Requirements <input checked="" type="checkbox"/> National Police Check	Immunisation Risk Category Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

Our aim at Southern Adelaide Local Health Network (SALHN) is to strive for exceptional care, working together to improve the health and wellbeing for the communities we serve. The SALHN Strategic Plan 2023-27 identifies 6 strategic priorities and 3 enablers. Sustainability is identified as one of the key enablers, which incorporates Environmental Sustainability. As an enabler, for each strategic priority, Environmental Sustainability is a significant consideration and supports the delivery of the strategic priorities and other enablers.

The Environmental Sustainability Officer will report to the Executive Director Infrastructure and Digital Health and work across all Southern Adelaide Local Health Network (SALHN) sites and services. The Environmental Sustainability Officer will engage across the organisation to lead and support the identification, establishment, implementation, monitoring and evaluation of initiatives and systems to improve environmental sustainability management and outcomes across SALHN. The Environmental Sustainability Officer will achieve this through the development of frameworks, tools, policies and procedures and applying planning, agile project management, continuous improvement and change management methodologies.

Direct Reports: (List positions reporting directly to this position)

- > ASO3 Administration Officer

Key Relationships / Interactions:

Internal:

- > Develops and fosters a close working relationship with all Divisions in integrating environmental awareness, improvements, and sustainability across the organisation.
- > Strong reporting relationship with the SALHN Environmental Sustainability Committee as well as other key governance functions.
- > Strong working relationship with Corporate Services and Environmental services teams.

External:

- > Department for Health and Wellbeing
- > Other Local Health Networks sustainability teams
- > Flinders University and Flinders Private Hospital
- > Other Government agencies
- > External partners e.g. local Councils, community interest groups

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Raising the profile of environmental sustainability.
- > Embedding consideration of environment sustainability across all aspects of the organisation.
- > Working in an environment where other organisational priorities and imperatives compete for focus and resources.

Delegations: (As defined in SALHN instruments of 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.)

Financial	Level 5
Human Resources	N/A
Procurement	Level 5

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Managers 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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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 Areas	Major Responsibilities
<p>Provide leadership across the organisation to support the achievement of optimal environmental outcomes and ensure legislative and environmental sustainability reporting requirements are met</p>	<ul style="list-style-type: none"> > Provide leadership supporting SALHN to reduce greenhouse gas emissions, contributing towards the South Australian Government Climate Change Action Plan > Identify and prioritise initiatives to support the implementation of SALHN's Environmental Sustainability Strategy and Strategic Plan. > Provide advice to the SALHN Environmental Sustainability Committee and Executive Team on strategies to reduce SALHN's environmental impact, including energy and waste reduction strategies and adaptations to climate change. > Implement processes and practices to optimise the achievement of relevant national standards. > Provide leadership to achieve compliance with the Australian Commission on Safety and Quality in Health Care on an Environmental Sustainability and Climate Resilience Healthcare Module. > Monitor compliance with relevant environmental sustainability tools i.e. the In-house Green Rating Tool (IGRAT)
<p>Manage, Monitor and Report on SALHN Environmental Sustainability Data</p>	<ul style="list-style-type: none"> > Gather and analyse relevant information and data to facilitate decision making, design and evaluation of environmental improvement initiatives, and monitoring of progress towards strategic objectives. > Establish and maintain a reporting framework for the Environmental Sustainability Road Map and Action Plan to support Divisions and relevant governance requirements. > Establish and maintain an evaluation and benefits realisation framework that considers whole of life costs / benefits to support decision making and return on investment. > Establish systems and processes to support the organisation to obtain relevant information and data. > Engage with the Department for Health and Wellbeing on environmental sustainability initiatives and reporting.
<p>Deliver education programs on environmental sustainability and develop staff capability to improve local environmental sustainability outcomes</p>	<ul style="list-style-type: none"> > Develop frameworks, training, and tools as required to build organisational capability and ensure successful utilisation of improvement methodologies to achieve environmental sustainability objectives. > Support the Environmental Sustainability Committee and the development of a culture of environmental awareness across SALHN. > Coordinate and facilitate workshops and training to support capability activities, including the delivery of in-service training programs. > Establish frameworks that empower staff to explore and embed sustainable practices relevant to their division/team/unit. > Develop and support a SALHN community of practice of Green Ambassadors to connect, inspire and empower staff to take positive steps towards sustainability. > Deliver and maintain the Environmental Sustainability communications plan and interface with communications teams to produce collateral, communications, and related media.
<p>Manage Environmental Sustainability Projects and provide change management support to facilitate the achievement environmental sustainability objectives</p>	<ul style="list-style-type: none"> > Facilitate Environmental Sustainability initiatives that support the strategy, road map and related actions. > Provide a project management function to environmental sustainability projects by employing a range of tools and techniques to ensure a systematic approach to improving systems, processes and performance. > Collaborate with Divisions, Heads of Unit and other senior leaders as needed to ensure successful outcomes.

	<ul style="list-style-type: none"> > Lead change management and support implementation of initiatives, ensuring effective communication and adoption to ensure optimal project outcomes. > Mobilise, consult and negotiate with key stakeholders affected by environmental sustainability change and improvement projects. > Assess opportunities to embed environmental sustainability considerations into decision making.
<p>Contribute Innovative ideas and approaches to Environmental Sustainability</p>	<ul style="list-style-type: none"> > Facilitate an innovation and improvement culture for Environmental Sustainability throughout the organisation in alignment with SALHN's strategic plan. > Acquiring knowledge of current best practices, innovations, sustainability tools and government initiatives. > Explore opportunities to include Aboriginal and Torres Strait Islander people's knowledge and connection to Country in the development of initiatives and response to climate change. > Actively pursue partnership opportunities with both government and non-government third parties to promote and develop environmentally sustainable programs across SALHN. > Prepare and secure funding and grant applications. > Represent SALHN at forums.
<p>Contribution to effective operation of unit</p>	<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 our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to apply high level of discipline knowledge with the ability to formulate, implement and monitor and evaluate priorities within a specified area of operation.
- > Demonstrated ability to plan, lead, implement, manage and evaluate goals, objectives and strategies which recognise organisational priorities in the context of resource constraints and a continually changing social, economic and political environment.
- > Demonstrated high level research and analytical skills with significant ability to think and act strategically, to analyse and conceptualise problems, formulate and execute appropriate solutions in a sound, business-like manner.
- > Strong leadership skills and abilities to motivate and inspire others to work together as a team to achieve objectives in a climate of significant change, with a commitment to a team orientated philosophy.
- > Self-motivated, organised, demonstrated initiative and an ability to operate independently while remaining focussed on agreed objectives that may have competing priorities.
- > Strong interpersonal and communication skills, verbal and written, that demonstrate a capacity to build, influence and maintain effective relationships with diverse stakeholders on a range of sensitive and complex issues to achieve positive outcomes. Will be able to manage conflict and encourage win/win outcomes where possible.
- > Demonstrated ability to provide high levels of professional service which includes 'conventional sight' (efficiency orientated, operational realities and quality focussed) and 'innovative sight' (strategic, tactical orientated, growth opportunities and quality focussed).
- > Demonstrated ability to understand, interpret and apply policies and procedures to practical situations, and provide accurate business-like solutions.
- > Demonstrated skills in researching, analysing and interpreting information and data, communicating the information concisely and accurately, in either verbal or written format to accommodate the key stakeholder audience.
- > Ability to work within and support a quality assurance and continuous improvement framework including developing of work plans and effective policy & procedures to achieve positive service outcomes.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrated experience in providing positive leadership in a senior health management role in an organisation in a climate of reform and continuing change, with demonstrated success in delivering outcomes.
- > Experience in project management and managing projects, programs, process improvements and change management within a health system.
- > Experience in undertaking planning, business and financial analysis, benefits realisation and risk analysis and budget within a complex organisation.
- > Proven experience in leading stakeholder consultation and management, ensuring strategic objectives are achieved.
- > Demonstrated experience in:
 - framework development and policy formulation
 - preparing reports and information for decision-making committees, Executive or similar
 - leading environmental education campaigns including public presentations and formulation of education material.

Knowledge

- > Understanding of current global, national and state issues with respect to environmental sustainability and resource management.
- > Understanding of theory and application of improvement and change management methodologies.
- > Awareness of National Safety and Quality Health Service Standards.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Educational/Vocational Qualifications**

- > Tertiary qualification in sustainability, environmental science, environmental management, natural resource, or environmental engineering.
- > Tertiary qualifications in management, health or other related disciplines

Personal Abilities/Aptitudes/Skills

- > Proven capability and skills in developing systems and processes to collect, manage and report sustainability data.
- > Knowledge of and experience in the establishment, implementation and monitoring of environmental sustainability programs.

Experience

- > A background of experience in Health Care, Support Services within Health and/or Aged Care facilities.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Demonstrated knowledge of environmental management systems and legislative frameworks.

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network
	> Southern Adelaide Local Health Network
	> Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network
	> Yorke and Northern Local Health Network
	> Flinders and Upper North Local Health Network
	> Riverland Mallee Coorong Local Health Network
	> Eyre and Far North Local Health Network
	> South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Environment Sustainability Officer in the Infrastructure Services and Digital Health and organisational context and the values of SA Health as described within this document.

Name

Signature

Date