



Government of South Australia
SA Health

ROLE STATEMENT

ROLE TITLE: Executive Director, State Control Centre Health
AGENCY: Department for Health and Wellbeing

REPORTS TO: Chief Public Health Officer
DIVISION: Health Regulation and Protection

Criminal & Relevant History Screening (minimum): General Probity (NPC)

Immunisation Risk Category: Category C (minimal patient contact)

AGENCY PROFILE:

The Department for Health and Wellbeing (DHW) is an administrative unit under the *Public Sector Act 2009*. SA Health is how we describe the public health system as a whole. It includes the Department, the Local Health Networks and Statewide Clinical Support Services, SA Ambulance Service, SA Dental Service, Prison Health, and Drug and Alcohol Services SA.

SA Health is committed to delivering a comprehensive and sustainable health system to enhance the health and wellbeing of individuals, families and communities. Through the initiatives of the SA Health and Wellbeing Strategy 2020-2025, SA Health aims to refocus energy on maintaining good health through prevention, promotion and early intervention plans.

On 15 March 2020, a public health emergency in relation to the transmission of COVID-19 was declared in South Australia, pursuant to section 87 of the *South Australian Public Health Act 2011*. SA Health has legislated responsibility within the *South Australian Emergency Management Act 2004* and the State Emergency Management Plan for provision, maintenance and coordination of health services. The South Australian response is tailored to our local conditions and changes as the situation in our state changes.

ROLE PROFILE:

The Health Regulation and Protection (HRP) Division works with and for the South Australian community to improve Public Health outcomes in the state. The Executive Director, COVID-19 Planning and Response, is a key executive role within the Division and will work closely with the Chief Public Health Officer (CPHO) and other Executive Directors within the Division to develop an optimised and integrated system for responding to immediate and future public health priorities, including South Australia's response to and future planning for COVID-19. The position will be integral to fostering a Divisional culture of purpose, collaboration and resilience.

This role will report directly to the CPHO and play a pivotal role in leading the coordination of SA Health's emergency response to COVID-19. The position will have operational responsibilities, including the executive oversight of the State Control Centre – Health, which in conjunction with the Communicable Disease Control Branch, coordinates outbreak responses and preparedness. There will be a strong intelligence and coordination aspect to this role in relation to activities which support public health actions to manage COVID-19, including response planning and exercises, logistics (e.g. acceptance for overseas arrivals), coordination of information sharing across government and jurisdictions, communication and advice preparation and supporting other areas of the Department involved in the COVID response. The role will be required to draw on strong emergency management approaches, which apply intelligence operations and decision making.

Stakeholder engagement and across government relations are also an essential part of this role, as is the coordination of COVID systems to deliver key outcomes to protect the South Australian community.

As the pandemic continues to evolve, it is necessary to take a strategic and transitioning approach to planning and operationalising DHW's health response to COVID-19. The incumbent is required to effectively contribute to the promotion and provision of valuable leadership, vision and strategic initiatives to ensure the Department continues to deliver a comprehensive COVID-19 health response. This is a broad responsibility encompassing South Australia's emergency management response, logistics and the strategic management and analysis of COVID-19 related intelligence.

This includes overseeing the effective management of operational logistics in the management of COVID-19 operations, such as detailed operational planning for responses in a range of settings, the conduct of exercises to test plans, post-incident reviews, briefings to senior executives, system development and enhancement (including emergency communications to case contacts), logistics planning and deployment (including testing and transport), forward command presence in response to outbreaks, the provision of public information, and the coordination of domestic and international arrivals. The role will also oversee the transition of the state's vaccination program to a 'business as usual' model and will be expected to develop and implement a coordinated data management and analysis function in relation to COVID-19

Lead by the CPHO and in conjunction other HRP Executives, the Executive Director will provide timely and appropriate interventions to manage COVID-19 in South Australia and will develop effective partnerships with stakeholders to achieve maximal health and community safety outcomes.

KEY ROLE OUTCOMES:

- Develop, maintain, and improve effective system capability that enhances SA Health's emergency management response to all hazards.
- Lead the development of operational and functional policies targeted at addressing identified areas of performance concern.
- Influence the development of strong, proactive and effective resolution of systemic issues relating to the State Control Centre Health matters.
- Lead the successful delivery of complex systems implementation which enables and requires change affecting various stakeholders and business partners.
- Direct the coordination of South Australia's health response to COVID-19, including working strategically across the department and government to successfully drive coordinated and efficient responses
- Harness available data and predictive modelling processes to inform COVID-19 management and planning, contributing to reform improvements and driving organisational effectiveness in program/service outcomes for the community.
- Enable a state-wide COVID-19 emergency response capacity including logistics, data collection, analysis, reporting and policy development.
- Ensure the successful operation of a large and diverse organisation with a high community profile with responsibility for delivering an extensive range of services and outcomes to support the health of South Australians.
- Ensure effective engagement with Ministerial Officers, high level executives, multiple clinical workforces, other government departments, and other key stakeholders.
- Effective collaboration with senior executives to provide expert contribution towards the development, implementation and evaluation of plans, policies and procedures that drive optimal outcomes for the South Australian community.

- Establish quality improvement strategies to identify relevant opportunities for efficiencies and enabling the flexible deployment of resources in line with COVID-19 priorities and community expectations.
- Develop appropriate systems and data programs, ensuring appropriate procedures are in place to enable rapidly changing technologies, including the implementation of effective IT systems support, database support and website publishing.
- Develop and promote a positive work culture based on SA Health's values and facilitating effective participation in enhancing a work ethos that focuses on the achievement of healthier community outcomes and a safe working environment that promotes and encourages a culture of risk awareness and responsiveness in relation to risk mitigation.

CHALLENGES:

The immediate challenges for the role include, but are not limited to:

- Operating in a highly public, accountable and politically sensitive environment and will need to exercise the highest level of diplomacy, tact and discretion in the application of duties.
- Coordinating a range of workstreams from across the department to deliver a cohesive and efficient health response to COVID-19, with a focus on high quality community outcomes.
- Bringing about organisational change in a fast-moving and high-pressure environment and enabling the attraction, retention and development of staff within a multidisciplinary and diverse team.
- Operating in a highly complex and rapidly changing environment of accountability, change and reform. In this context the incumbent must be highly responsive to state and national developments and will often be working within tight timeframes and deadlines.
- Ensuring work practices are sustainable and surge capacity for effective response is in place.
- Working effectively with key partners across government to ensure South Australia's COVID-19 response continues to deliver
- Providing accurate advice to internal and external stakeholders in narrow timeframes, tailored to local conditions which may change rapidly as the situation in the state changes.

KEY RELATIONSHIPS:

- The role is accountable to the Chief Public Health Officer and will work closely with other Executives in the HRP Division and throughout the Department, and in Wellbeing SA and the Commission on Excellence and Innovation in Health, and relevant Ministers' Offices as required.
- The role will ensure close liaison with external bodies such as SA Police and will promote effective collaboration with other State government agencies and key community stakeholders to identify and meet agreed reform initiatives.
- The role will enable the development and maintenance of productive relationships with the Federal Government, other Local and State Governments, other SA Government Departments, Health Services, NGOs, Medicare locals and relevant stakeholders as appropriate to ensure governance frameworks are in place and to support legislative compliance.

SPECIAL CONDITIONS / GENERAL REQUIREMENTS:

- An executive contract term up to three years.
- Participation in the SA Public Sector biannual performance review process.
- Maintain a safe working environment by adopting appropriate management practices and have an understanding of, experience in, and ability to manage legislative requirements of the *Work Health and Safety Act 2012*.
- Advocate Equal Employment Opportunity (EEO) and Diversity in the Workplace in accordance with EEO legislation.
- Promote and maintain a commitment to inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.
- Support the Department's participation in the White Ribbon, Disability and Reconciliation Agendas.
- Work within the legislative requirements of the *Public Sector Act 2009* and the *Work Health & Safety Act 2012 (SA)*, *Return to Work Act 2014 (SA)*, *Independent Commissioner Against Corruption Act 2012 (SA)* and other relevant Acts and Regulations.
- Achieve performance targets that are negotiated and mutually agreed with by the Chief Public Health Officer.
- Maintain a strong commitment to *The Code of Ethics for the Australian Public Sector*, and the SA Health Values of *Integrity, Respect and Accountability*.

HANDLING OF OFFICIAL INFORMATION:

- 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.

SAES SELECTION CRITERIA: CORE COMPETENCIES

The South Australian Executive Service (SAES) is a community of executives from the South Australian public service united by its purpose to help people and businesses in South Australia thrive. Founded in shared values, collective leadership and a prospective outlook, SAES works to improve the quality of strategic policy and service delivery for South Australia. SAES does this by:

- Enabling better problem solving approaches to the complex problems faced by our community
- Breaking down silos to deliver effective and sustainable outcomes
- Understanding and acting on future challenges and opportunities
- Ensuring a predictable and high level of capability and competence
- Demonstrating excellence within their individual roles complemented by collegiate contributions across government.

KEY SELECTION CRITERIA / ESSENTIAL REQUIREMENTS:

- An appropriate tertiary qualification in a relevant field
- Detailed knowledge and experience in emergency management
- High level and influential leadership and expertise to enable the development and implementation of significantly complex and critical system wide strategies and initiatives to support community outcomes.
- Leadership skills and knowledge across a diverse range of areas including logistics, strategic planning, and data management.
- Proven success at previously developing and implementing large-scale programs, preferably in a government setting.
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.
- Considerable leadership experience and proven ability bring about change whilst working in an ambiguous and fast changing environment, preferably in a public health or emergency management context.
- Demonstrated ability and a proven record of success in providing strong/effective leadership and management to motivate a range of skilled and professional staff and ability to achieve outcomes through effective delegation.
- Exceptional 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
- Experience in the expert delivery of a range of appropriate state-wide strategies and plans which will inform and advance key required initiatives.
- Experience in the management of risk and increasing the effectiveness and accountability of risk management strategies and organisational operations.

Delegate: _____

Signature: _____

Date: / /

Executive: _____

Signature: _____

Date: / /