

Role Description

Senior Project Officer - AS05



| | | |
|--|---|------------------|
| Position Number | P57246 | |
| Position Title | Senior Project Officer | |
| Classification Code | AS05 | |
| LHN | Flinders and Upper North Local Health Network (FUNLHN) | |
| Directorate | Corporate Services | |
| Location | Regional - location by negotiation | |
| Department/Unit/Ward | Corporate Services | |
| Position reports to | P24745 Director Corporate Services | |
| Delegation Level | No finance delegation | No HR delegation |
| Position Created/Reviewed | August 2024 | |
| Criminal History Clearance Requirements | Working With Children Check (WWCC) (DHS) Unsupervised contact with vulnerable groups (NPC) | |
| Immunisation Risk Category | Category B | |

Role Context

Primary objectives of role:

The Senior Project Officer, Corporate Services is responsible to the Director of Corporate Services, for leading and managing projects which enables the development, implementation and continuation of projects and research which inform and contribute to improved outcomes of corporate services in line with the strategic directions and objectives.

The primary objective of the role is to undertake project management activities including research, collation of data, reporting, analysis, development of frameworks, providing recommendations to working parties and leadership, and implementing and evaluating key areas including (but not limited to):

- Wayfinding
- Fleet Management
- Accommodation
- Waste and Sustainability
- Corporate Records.

Key Result Area and Responsibilities

Contribute to meeting the project objectives

- Planning, developing and implementing services and/or programs.
- Undertake a range of project administration activities under the direction of the Director of Corporate Services.
- Contribute to the preparation, review and coordination of project documents including but not limited to proposals, project reports and templates.
- Undertake special projects and investigations including preparing reports, and correspondence.
- Coordinating and implementing new strategies across FUNLHN
- Develop and deliver frameworks in line with FUNLHN strategic and business plans.
- Ensuring all aspects of the evaluation are conducted as described in the project brief.
- Ensuring the program deliverables are met within allocated timeframes.
- Collaborating with relevant staff and managers as required.
- Managing budgets and reporting on financial performance.
- Determining risk mitigation strategies if appropriate.
- Building partnerships with other staff, health agencies, including non-government and state government agencies, to provide quality programs and health outcomes as they relate to the project(s).

Contribute to the development and use of strategies/processes to ensure the cost-effective management and successful outcome of the project

- Analysing data
- Developing guidelines/protocols, standards etc.
- Providing effective and timely information as required
- Determining methods and developing tools and processes to identify high risk areas/groups/clients.
- Assisting in the identification and development of appropriate computerised systems or databases e.g., LHN wide.

Coordinating and/or undertaking a range of administrative and project related support services to support the project

- Assisting with implementation and maintenance of systems for data and file management.
- Undertaking comprehensive project evaluation utilising statistical reporting, gap analysis and other appropriate evaluation methodologies.
- Contributing to sourcing appropriate and accurate data (e.g., client and/or service delivery) for use within the project.
- Producing comprehensive project reports and briefings and professional correspondence in relation to specific projects.
- Providing/coordinating executive officer support to working parties/committees/advisory groups.
- Taking minutes and contributing to the preparation of agenda items reports, briefing material and correspondence.
- Establishing relevant contact lists and assisting/creating appropriate communication strategy.

Contribute to the development of policies, systems, procedures or protocols

- Creating appropriate documentation to implement project outcomes.
- Reviewing current policies and procedures and update as required.
- Supporting and promoting continuous improvement in best practice models for service delivery in the LHN.
- Actively participate in the development and implementation of strategies/business plans that operationalise relevant objectives of the Strategic plan or local business plans.

Manage consultation process with consumers and other relevant stakeholders

- Determining who relevant stakeholders will be and coordinating their involvement.
- Coordinating appropriate consultation process e.g. meetings, working parties, surveys etc.
- Ensuring stakeholders fully understand project scope and objectives and are engaged in the process.
- Responding to issues raised by stakeholders.
- Preparing communiqués as required.
- Providing feedback and ensuring outcome satisfies those involved.
- Identifying opportunities for collaborative ventures to build program capacity and enhance impact.

Contribute to the understanding and application of SA Health policies and procedures

- Supporting values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State.
- Ensuring the needs of all cultures are met through the provision of appropriate services.
- Ensuring compliance with relevant law and South Australian Government and SA Health policies.
- Contributing to counter disaster planning and preparedness as required.
- Assisting with and supporting any internal or external audit processes; and
- Ensuring the promotion and implementation of the General Public Sector Managements Aims, Personnel Management Standards and employee conduct standards – in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements and demonstrating a commitment to the Premier's Safety Commitment.

Knowledge, Skills and Experience

Essential Minimum Requirements

Educational/Vocational Qualifications

- NIL

Personal Abilities/Aptitudes/Skills

- Proven ability to work under limited direction, exercise initiative, judgement and skills in resolving problems, manage own time effectively, determine priorities, coordinate a range of activities and meet deadlines under pressure.
- Proven ability to analyse, plan, organise and manage significant projects and work with senior management and consumers to create successful outcomes.
- Demonstrated ability in handling sensitive and confidential matters.
- Proven ability to use initiative and work collaboratively with a range of stakeholders to resolve complex issues in an innovative and creative way.

Experience

- Experience in the preparation of complex reports, briefings, and correspondence.
- Demonstrated experience in establishing, maintaining, and reviewing systems, practices, protocols, policies, and procedures.
- Proven experience in undertaking research activities, including collecting, analysing, consolidating, and reporting on data/information from a variety of sources.
- Experience in the development and critical analysis of program/service development.
- Experience in the use of the Microsoft Office suite of products.
- Building and maintaining external working relationships with key stakeholders.

Knowledge

- Knowledge of research methodologies, project planning and evaluation processes.
- Knowledge of the role and function of the SA Health/Regional Health SA.
- Knowledge of Public Sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Occupational, Health, Safety and Welfare.

Desirable Characteristics

Educational/Vocational Qualifications

- NIL

Personal Abilities/Aptitudes/Skills

- NIL

Experience

- Experience in development and implementation of frameworks

Knowledge

- Knowledge of the management information systems.

Key Relationships/ Interactions:

Internal

- Maintains close collaborative working relationships all staff, managers, Team Leaders, Leadership

External

- Other local Health Networks and Government Departments relevant to meeting FUNLHN targets and initiatives
- Non-government stakeholders and consumers

Direct reports:

- Director of Corporate Services, FUNLHN

Challenges associated with role:

Major challenges currently associated with the role include:

- Development and implementation of agreed actions whilst maintaining a operational environment.
- Ability to meet set deadlines for project completion.

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 National Police Certificate (NPC).
- Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police (SAPOL) or from an accredited CrimTrac Provider, confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- Prescribed positions under the *Disability Services Act 1993* must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- Risk-Assessed roles under the National Disability Insurance Scheme (NDIS) (*Practice Standards – Worker Screening Rules 2018*) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.
- 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 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.
- Must be an Australian Resident or hold a current working visa.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements
- *Return to Work 2014 (SA)*, facilitating the recovery, maintenance, or early return to work of employees with work related injuries / illness.
- Equal Employment Opportunities (including prevention of bullying, harassment, and intimidation).
- Meet immunisation requirements as outlined by the *Addressing vaccine preventable disease: Occupational assessment, screening, and vaccination Policy*.
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse and 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.
- SA Health / FUNLHN / other relevant departmental policies, procedures and standards.

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.

Resilience:

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

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.

Cultural statement:

FUNLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge, and life experiences they bring to the workplace. FUNLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Performance development

It is your responsibility to actively participate in the Performance Review and 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 FUNLHN 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.

Partnering with Consumers

The Flinders and Upper North Local Health Network is committed to involving consumers, communities and carers in the planning, design and evaluation of our health services. We do this through (but not limited to) Flinders and Upper North Local Health Network Board Consumer and Community Engagement Committee, Health Advisory Councils, Community Network Register and with consumer representation on operational committees. Furthermore, advocacy and advice is sought as appropriate from specialist support group Experts by Experience and representatives for mental health, aged care, child and youth care, disability and other groups.

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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their specific occupation and/or profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.



| | | |
|--|---|------------------|
| Position Number | P57246 | |
| Role Title | Senior Project Officer | |
| Classification Code | AS05 | |
| LHN | Flinders and Upper North Local Health Network (FUNLHN) | |
| Directorate | Corporate Services | |
| Location | Regional - location by negotiation | |
| Department/Unit/Ward | Corporate Services | |
| Role reports to | P24745 Director Corporate Services | |
| Delegation Level | No finance delegation | No HR delegation |
| Role Created/Reviewed Date | August 2024 | |
| Criminal History Clearance Requirements | Working With Children Check (WWCC) (DHS) Unsupervised contact with vulnerable groups (NPC) | |
| Immunisation Risk Category | Category B | |

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document:

Name: _____ **Role Title:** _____
Date: _____ **Signature:** _____

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: _____