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SA Health Job Pack

Job Title	Senior Human Resources Consultant
Eligibility	Open to Everyone
Job Number	870629
Applications Closing Date	15 October 2024
Region / Division	Limestone Coast Local Health Network
Health Service	People & Culture
Location	Location is negotiable
Classification	ASO6
Job Status	Ongoing Full Time
Salary	\$97,022 - \$102,626 p.a

Contact Details

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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - DHS
- National Disability Insurance Scheme (NDIS) Worker Check- DHS
- Unsupervised contact with Vulnerable groups- NPC
- Unsupervised contact with Aged Care Sector- DHS
- No contact with Vulnerable Groups - General Employment Probity Check - NPC

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category B (indirect contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



ROLE DESCRIPTION

Role Title:	Senior Human Resources Consultant
Classification Code:	ASO6
LHN/ HN/ SAAS/ DHA:	Limestone Coast Local Health Network (LCLHN)
Division:	People & Culture
Role reports to:	Director, People & Culture
Role Created/ Reviewed Date:	Reviewed May 2024
Criminal History Clearance Requirements:	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	<input type="checkbox"/> Category A <input checked="" type="checkbox"/> Category B <input type="checkbox"/> Category C

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Senior Human Resource (HR) Consultant is accountable to the Director, People & Culture for providing high level and expert consultancy services to executive and senior managers regarding of HR management, HR development and employee relations.</p> <p>The incumbent will be responsible for establishing productive working relationships and will work in partnership with designated groups and assist in the resolution of complex and sensitive operational HR issues in accordance with SA Health Workforce policies and procedures.</p> <p>The Senior Human Resource Consultant plays an important role in assisting these groups to become more self-sufficient in a range of HR management responsibilities and to adopt a continuous improvement approach to the management of their staff.</p> <p>The Senior Human Resources Consultant actively influences the direction of HR Management practices, processes and policy by researching, assessing and responding to policy issues and identifying emerging trends and risks in human resources. The incumbent will recommend strategies on a diverse range of complex and sensitive matters which will include preparation of concise written reports containing sound recommendations.</p>

Direct Reports:
> Nil

Key Relationships/ Interactions:
<p>Internal</p> <ul style="list-style-type: none"> > The incumbent will build strong networks across LCLHN and will consult with relevant staff and provide leadership, training, support and mentoring to staff as required. > Develops strong links with Regional LHN People & Culture teams and the Rural Support Service to ensure comprehensive and quality HR service delivery and outcomes. <p>External</p> <ul style="list-style-type: none"> > The incumbent will build working relationships with relevant officers of employee representative organisations.

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Challenges associated with Role:

Major challenges associated with the role include:

- > Operating within a complex multifaceted system.
- > Dealing with significant change.
- > Broad geographical spread of client group.

Delegations:

- > HR Delegations – Level 6
- > Finance Delegations – Group C Level 4

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

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 Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *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.*

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.

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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.

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:

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

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 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
HR Consultancy and Advice	<ul style="list-style-type: none"> > Contributing to the provision of high-level advice and support to assist with the development and implementation of effective communication and consultation to support change management processes and projects in the LCLHN. > Provide expert HR support to the Executive and senior managers to ensure sensitive and the appropriate management and resolution of conflict, under-performance, misconduct, grievances, complaints and investigations. > Ensure HR advice and consultancy services are business and client focussed to support the achievement of the health site and LCLHN business objectives. > Maintain sound business relationships and contributing to a culture of positive employee relations at a local level. > Provide expert advice, assistance and support to managers with discussions with employee associations, staff and work site representatives. > Undertake research and investigations into complex HR matters and write reports and briefings with appropriate recommendations to management. > Manage the analysis and distribution of workforce statistics and Key Performance Indicators relevant to the health units across the LHN and compile reporting and recommendations for LCLHN Leadership. > Providing effective management of excess workers and supporting RSS Injury Management consultants with respect to the management of work injured employees. > Provide information and training to line managers and staff on contemporary, people management issues, legislative compliance requirements and industrial regulations.
Planning and Strategy	<ul style="list-style-type: none"> > Provide expert input into the development, implementation and application of best practice HR management processes, programs and initiatives with health units, People & Culture or across LCLHN. > Provide expert advice with respect to organisational design and review and participating in the development and implementation of appropriate change management programs. > Participate with line managers in local workforce planning initiatives in line with the SA Health wide Workforce Planning framework, which supports local workforce priorities and critical shortage areas. > Contribute to the implementation and evaluation of SA Health wide human resources plans, policies and new initiatives.
Quality and Continuous Improvement	<ul style="list-style-type: none"> > Contribute to the development, implementation and facilitation of organisational development activities and training programs. > Identify opportunities for improvement in People & Culture activities and service provision. > Contribute to LCLHN quality programs and Accreditation processes. > Implement and abiding by procedures, practices, guidelines and quality indicators.
Effective Operation of the People & Culture Team	<ul style="list-style-type: none"> > Contribute to the development of an integrated team approach and inclusive culture which is highly responsive to the needs clients and the business. > Undertake training as required to attain and maintain required competency of skills and knowledge applicable to the role.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > N/A.

Personal Abilities/Aptitudes/Skills

- > Proven ability in developing and maintaining effective collaborative relationships with clients which contribute to the achievement of objectives through business partnering.
- > Demonstrated ability to analyse and solve complex situations and problems, and apply practical people management principles and solutions to business situations.
- > Demonstrated understanding of leadership and management principles with the ability to motivate and influence others and appropriately manage conflict.
- > Demonstrated high levels of interpersonal, written and verbal communication and negotiation skills within a complex and politically sensitive environment.
- > Demonstrated ability to work under broad direction and independently and within a team to achieve agreed outcomes.

Experience

- > Significant experience in providing expert strategic and operational advice to senior management on a range of general HR matters, including representing the organisation during complex employee relations processes.
- > Experience in providing expert advisory and consultancy services to senior management in a range of Human Resource matters, and the planning, development and implementation of organisational change across diverse working groups.
- > Proven experience in the delivery of HR services and organisational development projects, programs and strategies which support SA Health and local site specific goals and objectives.
- > Proven experience in interpreting and advising on awards, legislation and policies, and applying them successfully to deliver business outcomes.
- > Experience in the development, implementation and evaluation of best practice policies, procedures, strategies and/or initiatives designed to improve HR management practices.

Knowledge

- > Sound understanding of contemporary HR practices and approaches, human resource management and procedures and their application with the SA Public Sector, including Awards and Agreements, Codes of Practice, WH&S, EEO and performance management processes and quality improvement principles and procedures.
- > Sound understanding of the impact of change and organisational development approaches.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Degree qualification in a Human Resource Management or a related field.

Personal Abilities/Aptitudes/Skills

- > Ability to lead and inspire staff by modelling high standards of work performance, provide leadership in the creation of ideas and innovation and clearly communicate the strategic direction of the organisation.

Experience

- > Demonstrated experience in the development, delivery and evaluation of HR related training.

Knowledge

- > N/A.

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.

Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

Values

LCLHN Values

The values of LCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

Integrity	<ul style="list-style-type: none"> > We know integrity involves not only doing what is right when everyone knows, but also when no one is watching > We recognise the importance of our work and display a high standard of professionalism > We do what we say and say what we mean
Honesty	<ul style="list-style-type: none"> > We engage in open, clear and honest communication > We are transparent and truthful in our actions > We acknowledge our strengths, limitations and mistakes and learn from these for improvement
Courage	<ul style="list-style-type: none"> > We have the courage to speak up and respectfully challenge others > We are committed to being a high performing team and support a culture that fosters continued progress and growth > We show resilience in the face of adversity
Care	<ul style="list-style-type: none"> > We provide compassionate, appropriate and safe care in a supportive and nurturing environment > We partner with consumers, family members and carers to help them make decisions and support them along the care continuum > We create a culture of care where staff are supported and positively engaged in their work
Respect	<ul style="list-style-type: none"> > We seek to understand and value others by putting ourselves in their shoes > We listen attentively, communicate openly and act without judgement > We recognise and welcome diversity within our community and our staff

Code of Ethics

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 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.

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

Aboriginal Health

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.

Approvals

Role Description Approval

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

Name:

Role Title:

Signature:

Date:

Role Acceptance

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: