



ROLE DESCRIPTION

Role Title:	Senior Consultant Work Health and Safety Programs
Classification Code:	ASO6
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster	
Division:	Corporate and System Support Services
Department/Section / Unit/ Ward:	Workforce Services
Role reports to:	Principal Consultant WHS Programs
Role Created/ Reviewed Date:	August 2022
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Senior Consultant Work Health and Safety (WHS) Programs is accountable to the Manager, Work Health and Safety Injury Management through the Principal Consultant WHS Programs for contributing to the development and maintenance of an effective Work Health Safety and Injury Management System for SA Health, ensuring legislative compliance, deliverable sustainability that will support best practice and continual improvement. The Senior Consultant WHS Programs will work in partnership with other Workforce Health team members, Local Health Network / SA Ambulance Service Work Health Safety Managers and their teams to provide health and safety leadership and facilitate the achievement of requirements in relation to legislation, strategy, the South Australian Public Sector Injury Management Standards and the Public Sector Audit and Verification System through the development of SA Health Work Health Safety and Injury Management System (WHSIM) strategies, policies, programs, systems and supporting documentation.

The Senior Consultant WHS Programs will be responsible to the Manager, Work Health and Safety Injury Management for:

- > Assist in the development, review and maintenance of an agency wide WHS System / supporting Framework and associated strategic plans, in consultation with key interested stakeholders, which clearly articulates objectives, targets and performance indicators, consistent with the Building Safety Excellence in the Public Sector safety strategy, and other relevant state and national strategies and standards, including AS/NZS ISO 45001:2018;
- > Providing high level expert advice and responses on matters relating to project work regarding agency wide strategies, policy and programs;
- > Providing health and safety leadership and direction to SA Health through the co-ordination of safety projects and key strategies and policy issues and appropriate use of resources;
- > Provision of sound technical advice on health and safety legislation and relevant standards, codes of practice and policies to ensure WHS compliance and best practice.
- > Building and maintaining effective relationships with Local Health Network / SA Ambulance and external stakeholders ensuring existing and emerging WHS risks are being identified and addressed;
- > In partnership with other Workforce Health functions and key interested parties, modifying and improving the WHS System ensuring agreed recommendations are incorporated.

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal

- > Accountable to the Manager, Work Health and Safety Injury Management
- > Directly reports through the Principal Consultant WHS Programs
- > Works in partnership with all Workforce Services - Department for Health and Wellbeing (DHW) functional units as required.
- > Works in partnership with Local Health Networks (LHNs) and SA Ambulance Service (SAAS) as required.

External

- > Liaises with all South Australian Public Sector agencies, relevant unions / employee associations, SafeWork SA, ReturnToWorkSA and independent external auditors as required to ensure delivery of the safety and wellbeing strategy and risk management.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing competing work demands and priorities to deliver a consistent, innovative, and efficient safety system and frameworks for SA Health.
- > Building ownership and capability within agencies to ensure health and safety strategies can be developed, implemented and/or improved.
- > Ensuring health and safety legislation, relevant standards and accreditation requirements are incorporated within the agencies safety strategies, policies and programs.
- > Delivering expert, timely advice and guidance to staff in a large, dynamic, complex and widely spread workplace across the state.
- > Continuous improvement of workforce health and wellbeing practices.
- > Assisting to imbed safety governance and cultural change across SA Health.

Delegations:

> Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic Priorities	<ul style="list-style-type: none"> > Contributing to the development and maintenance of a SA Health WHSIM Management System and Frameworks in consultation with relevant stakeholders. > Contributing to the development of a WHS Strategic Plan that supports the strategic vision, contributes to cultural change, and supports the strategic priorities of SA Health that are aligned to relevant health and safety legislation and accreditation and performance standards.
WHSIM Management System and Frameworks	<ul style="list-style-type: none"> > Contributing to the development and maintenance of the WHSIM Management System and frameworks, strategy, policy and programs, clearly articulating objectives, targets and performance indicators, consistent with the Building Safety Excellence in the Public Sector safety strategy and other relevant state and national strategies, and compliant with state legislation and national standards. > In partnership with LHNs and SAAS ensuring that implications for implementation of the WHSIM Management System across SA Health are considered. > Ensuring changes to health and safety legislation are incorporated into system review or updates and are effectively communicated to workers. > Ensuring learnings from systemic reviews are utilised for improvement and changes to the WHSIM Management System are undertaken as required. > Developing relationships to ensure that non-compliance issues are captured and can be addressed in the system development and management review. > Contributing to the preparation of statistical reporting, including e-learning module participation/feedback, KPIs, monthly and quarterly reporting commitments. > Support the oversight of the Safety Learning System (SLS) including liaison and communication with LHN/Hospital Service based Administrators and facilitating the changes required to the SLS system for currency and alignment with legislation and policy.
Safety Projects	<ul style="list-style-type: none"> > In conjunction with other Workforce Health functions, implementing and co-ordinating strategic and policy projects as directed by the Manager, Work Health and Safety Injury Management to ensure delivery of outcomes.
Advisory Services	<ul style="list-style-type: none"> > Providing expert advice on matters relating to health and safety strategy, policy, systems and programs. > Establishing and maintaining working partnerships internal and external stakeholder, as relevant
Workforce Partnerships	<ul style="list-style-type: none"> > Collaborating with key workforce service areas to ensure internal and external stakeholders are provided with information as required. > Building and maintaining effective working partnerships within the public and private sectors to ensure information pathways are established and maintained.
Leadership	<ul style="list-style-type: none"> > Encouraging and fostering a positive culture and safe work environment. > Providing leadership for health and safety strategy and policy development across SA Health. > Leading and supporting the establishment of a learning and valued workforce. > Establishing communication systems within the team to support the achievement of service outcomes.
Continuous Improvement	<ul style="list-style-type: none"> > Coordinating the delivery of an effective WHSIM Management System which enhances a system-based approach and continuous improvement. > In partnership with LHNs and SAAS workforce facilitate the implementation of agreed recommendations to ensure continuous improvement of WHSIM Management System for SA Health.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to think, plan and implement activities to resolve problems and to develop WHS systems strategies, policies, programs, supporting documentation, and solutions.
- > Highly developed skills in identifying, interpreting and responding to changes in legislation, systems and processes.
- > Ability to achieve results with tight timeframes and changing environments to a high standard.
- > Ability to analyse statistical data and reports.
- > Proficiently uses software packages to develop, analyse and present information, prepare documents, and to plan and implement projects.

Experience

- > Demonstrated experience in developing health and safety systems, frameworks, strategies, policies and plans in a large and complex organisation.
- > Experience to engage, build and maintain effective relationships which fosters and promotes a positive safety culture and drives objectives.
- > Experience in liaising and negotiating with senior management, health professionals and a range of key stakeholders in providing high level written and verbal responses.
- > Demonstrated experience in incident investigation and risk management processes.

Knowledge

- > Ability to interpret health and safety legislation, codes of practice and standards and a keen interest in monitoring developments in the WHS field.
- > Demonstrated experience participating in audit verification processes.
- > Demonstrated experience in quality improvement principles and practices.
- > Demonstrated experience in providing safety leadership and advisory services to stakeholders.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Relevant tertiary qualifications in work health and safety management systems or other relevant discipline.

Personal Abilities/Aptitudes/Skills:

- > High level policy writing.
- > Demonstrated ability to come up with ideas, solutions and opportunities, and champions new and innovative ways to add value.
- > Experience with implementation of change initiatives and/or projects.

Experience

- > Experience with measurement, evaluation and WHS performance monitoring

Knowledge

- > Public Health Industry

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons) Act* (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act* (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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.

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) 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 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) 'Notification of Abuse or 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.

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.

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.

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.

Resilience:

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

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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

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.

Department for Health and Wellbeing:

The Department for Health and Wellbeing assists the Minister for Health and Wellbeing to set the policy framework and strategic directions for SA Health. The Department supports the delivery of public health services, formulates health policy, facilitates public and consumer consultation on health issues, and monitors the performance of South Australia's health system by providing timely advice, research and administrative support.

Workforce Services:

Workforce Services is a branch within Corporate and System Support Services (DHW) that provides a high level workforce advisory service to the Chief Executive and the Minister on whole of Health issues together with a full human resource service for the Department for Health and Wellbeing and Drug and Alcohol Services SA (DASSA). The Workforce Advisory Unit provides strategic support and advice in the area of Industrial and Employee Relations, Aboriginal Workforce Initiatives, Work Health and Safety and Injury Management, Organisational Development, System Administration, Workforce Planning, Strategic Recruitment, and National Workforce Reform. Workforce Services support the CE in complying with legislative and industrial responsibilities and support workforce systems that are unique and integral to Health.

Workforce Health

This unit provides evidence based, high quality specialist advice and services on Work Health and Safety and work-related Injury Management (WHSIM) matters that have, or may have, SA Health and/or public sector wide significance or impact. The unit provides specific services in the following areas: WHSIM Policy and Strategy, including Injury Management, Fitness for Work and Wellbeing (including physical, psychological and biological health). The unit also develops e-learning modules and coordinates the Manual Task Local Facilitator program across Health. Reporting and Data Analysis specialists provide WHSIM related data and reports to all LHN/HS. Operational WHSIM services to DHW are provided from this unit. The Workforce Health team works collaboratively with the Office of the Public Sector and the Local Health Networks/Health Services to actively engage in improving the health and well-being of our workforce during their employment journey, thereby impacting on the health and wellbeing of all South Australians.

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 profession.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated

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			Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6