



COVID-19 ROLE STATEMENT

Role Title:	Public Health Project Officer (COVID-19 Pool)
Classification Code:	ASO4
LHN/DHW:	Department for Health and Wellbeing
Division:	Health Regulation and Protection
Department/Section/Unit:	COVID Surveillance Investigation Section (CSIS), COVID Operations
Role reports to:	Manager, COVID Surveillance Investigation Section (CSIS)
Role Created/ Reviewed Date:	June 2021
Criminal and Relevant History Screening:	<input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)
Direct Reports	Nil
Delegations	Nil

ROLE PURPOSE:

The role is responsible for providing service, specific to the public health response to COVID-19, working with COVID Surveillance and Investigation Section team members to ensure the safe, efficient and timely delivery of the COVID-19 disease control response to consumers and the public of South Australia. The Public Health Project Officer will have a diverse range of knowledge, experience and skills to contribute to the COVID Surveillance and Investigation Section. There is the requirement to multitask the daily allocation of work with competing demands of outbreak response to COVID and accept accountability for standards of service. During periods of surge demands, the position will be required to delegate activities to mobilised SA Government employees and will implement and deliver public health actions, information and advice as directed by the multidisciplinary team.

COVID Surveillance and Investigation Section is a dynamic environment with changing priorities as the team moves from everyday business to outbreak control. The role will require:

- Exercising powers as appointed, as an Authorised Officer under the Emergency Management Act 2004 to give directions to public persons to prevent the spread of COVID-19
- Participation in the Health Rapid Response Team including (conditional) onsite investigations, support, advice, and direction for outbreak investigations.
- Surveillance for and investigation of COVID-19 disease in addition to implementation of public health actions in order to assist with strategic disease control.

KEY RELATIONSHIPS/INTERACTIONS:

Internal

- The Public Health Project Officer (COVID -19 Pool) is responsible to Manager, COVID Surveillance Investigation Section, and reports to their Team Lead for operational issues.
- The Public Health Project Officer (COVID -19 Pool) contributes to a multi-disciplinary team responsible for the COVID-19 Public Health response in South Australia.
- The Public Health Project Officer will be required to maintain a collaborative working relationship with other sections of COVID Operations and the Communicable Disease Control Branch.



External

- The Public Health Project Officer (COVID -19 Pool) is required to maintain a collaborative working relationship with laboratories, medical practitioners, healthcare facilities, relevant non-government organisations, environmental health officers, interstate public health units and the State Control Centre-Health.
- Exercises powers as appointed, as an Authorised Officer to give directions to public persons to prevent the spread of COVID-19
- Will occasionally be a point of reference for external organisations to COVID Operations, CSIS to ensure new information regarding public health action is appropriately communicated.

CHALLENGES ASSOCIATED WITH THE ROLE:

Major challenges currently associated with the role include:

- Working in a rapidly changing public health response
- Dealing with the complexity of outbreak investigations whilst provide sound public health direction in the evolving COVID-19 Pandemic.

SPECIAL CONDITIONS:

- The incumbent will be required to work between the hours of 7am and 12 midnight over a 7 day roster.
- The incumbent may be required to participate in a 24/7 roster.
- The incumbent may be required to participate in an after-hours on-call roster; some out-of-hours work will be required.
- Intrastate/interstate travel may be required.
- Must be ready and willing to assist in managing disease outbreaks within the community which may include travel within South Australia.
- 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 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.

KEY RESULT AREAS AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Contribute to the implementation and actioning of public health tasks within CSIS	<ul style="list-style-type: none">• Maintain accurate and timely recording of case and contact investigations into CSIS databases to enable timely public health action.• Allocate and prioritise activities for mobilised team members during periods of surge requirements to ensure public health actions are completed in a timely manner.• Clearly communicate hand over tasks to team members and leaders, in the appropriate format (verbal or electronic).• Contribute to the maintenance of record keeping and surveillance systems.



	<ul style="list-style-type: none">• Contribute positively to communication processes that effectively deal with challenging behaviours and the resolution of conflicts and refer to the team lead as required.• Provide support and guidance within the case and contact team based on knowledge, experience and skills and refer to the team lead as required.
Ensure high quality service delivery in the area of surveillance and investigation	<ul style="list-style-type: none">• Contribute to the collection, processing, reporting and interpretation of surveillance information.• Exercise powers as appointed, as an authorised officer under the Emergency Management Act 2004 to give directions to persons to prevent the spread of COVID-19.• Interview cases, families and contacts affected by COVID-19 to assist with the completeness of datasets, assist with public health investigations and/or in the design of appropriate risk based intervention strategies and public health actions.• Assist with analysis of surveillance data to identify trends and clusters of disease and investigates outbreaks of disease.• Apply the principles of continuous quality improvement to surveillance and investigation systems and processes.• Undertake as directed other duties associated with the surveillance and investigation of communicable and notifiable diseases.
Contribute specific expertise	<ul style="list-style-type: none">• Assist with the development of guidelines/standards for the public health management of cases and contacts of the communicable diseases COVID-19.• Contribute to specific projects/programs and epidemiological research relevant to the COVID-19.• Willingness to move within the COVID Surveillance Investigation Section and undertake duties as directed where required.
Assume responsibility for key COVID Surveillance Investigation Team requirements	<ul style="list-style-type: none">• Exercise powers as appointed, as an Authorised Officer under the <i>Emergency Management Act 2004</i> to give directions to persons to prevent the spread of COVID-19.• Participate in the Health Rapid Response Team, including (conditional) onsite investigations, support, advice, and direction for outbreak investigations.

KEY SELECTION CRITERIA:

Personal Abilities/Aptitudes/Skills:

- Ability to operate with limited direction, apply good judgement, diplomacy and initiative when required or where procedures and policy is not clearly defined.
- Well-developed problem solving, change management and negotiation skills.
- Strong communication skills including conflict resolution skills.
- Ability to integrate contemporary information and evidence with personal experience to support decision making, innovative thinking and objective analysis.
- Well-developed time management skills, and demonstrated ability to prioritise workload to manage rapidly changing situations, delegate authority and analyse the results.
- Ability to confidently interact/negotiate with a range of personnel across a variety of levels and organisations.
- Well-developed written communication and interpersonal skills, including the ability to consult with internal and external stakeholders.



Experience

- Demonstrated experience and competence in technology and computer skills.
- Demonstrated clinical and/or related health assessment skills.
- Demonstrated ability to work within scope and escalate clinical and/or technical concerns.
- Demonstrated experience in working in a complex and fast paced workforce. This may include projects, patient or community case load, coaching, administration and logistics.

Education and qualifications:

Qualification(s) or working towards the following would be desirable and advantageous:

- Health or Science
- Business management
- Project management
- Service delivery
- Logistics and defence

INCUMBENT ROLE ACCEPTANCE:

Employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements (refer to Induction and Orientation intranet page).

I have read and understood the responsibilities associated with role as outlined within this document.

Name: Signature: Date:

Manager Name: Role Title:

Signature: Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	21/9/2020		Original version.
V2	11/11/2020		Code of Ethics clause included for role acceptance