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## SA Health Job Pack

Job Title	Director - Mental Health Planning, Policy and Safety
Job Number	663148
Applications Closing Date	16 November 2018
Region / Division	Department for Health and Wellbeing
Health Service	Office of the Chief Psychiatrist
Location	Adelaide
Classification	SAES Level 1
Job Status	Full Time / Term Contract (up to 3 years)

## 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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

## Contact Details

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# 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 <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Director – Mental Health Planning, Policy and Safety
<b>Classification Code:</b>	SAES1
<b>LHN/ HN/ SAAS/ DHW:</b>	Department for Health and Wellbeing
<b>Division:</b>	Finance and Corporate Services
<b>Department/Section / Unit/ Ward:</b>	Office of the Chief Psychiatrist
<b>Role reports to:</b>	Chief Psychiatrist
<b>Role Created/ Reviewed Date:</b>	2 July 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Director, Mental Planning, Policy and Safety is accountable to the Chief Psychiatrist | Director Mental Health Strategy for providing leadership for mental health planning , policy development and safety and quality strategies on a statewide basis that aligns with the National Mental Health Strategy and state government priorities.

The incumbent will be responsible for the implementation of strategic directions and planning for mental health services by:

- > Providing advice on key planning and policy changes required to achieve the objectives of the Government's Health Reform Agenda in relation to mental health;
- > Providing leadership to the Office of the Chief Psychiatrist teams across the portfolio responsibilities of planning, policy and safety.
- > Representing South Australia at key national meetings and forums where required which relate to the portfolio responsibilities of mental health planning, policy and safety.

### Direct Reports:

- > Manager Legislation and Policy – ASO8
- > Principal Officer, Office of the Chief Psychiatrist – ASO8
- > Manager Safety and Quality – ASO8
- > Manager SA Mental Health Training Centre – ASO8

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Chief Psychiatrist | Director Mental Health Strategy and has management responsibility for staff within the offices of the Chief Psychiatrist for planning, policy, safety and quality.

#### External

- > The Director will have a close working relationship with other senior officers throughout the Department for Health and Wellbeing, other government agencies (State and Commonwealth) and key consumer and carer stakeholders.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing leadership and advice within a complex, sensitive and challenging organisation to achieve critical mental health outcomes across a health system.
- > Establishing and maintaining strategic relationships, alliances and networks with a range of key stakeholders within the Department for Health and Wellbeing across government.

### Delegations:

- > The role will have delegations relevant to the SAES 1 Level requirements of the Department for Health and Wellbeing in relation to finance and workforce.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensure the strategic directions and planning for mental health on a statewide basis are implemented by	<ul style="list-style-type: none"><li>&gt; Providing leadership for planning of mental health on a statewide basis that aligns with the National Mental Health Strategy and state government priorities.</li><li>&gt; Significantly contributing to the identification of the range and mix of mental health services that will be funded to meet the defined needs and priorities of government, service providers and the SA community;</li><li>&gt; Fostering partnerships with consumer and carer groups, senior clinicians, professional bodies and the private and non-government sectors for the advancement of strategic mental health outcomes.</li><li>&gt; Leading the development of the South Australia Mental Health Services Plan, including the alignment of the Plan with the 5<sup>th</sup> National Mental Health and Suicide Prevention Plan and the South Australia Strategic Mental Health Plan.</li></ul>
Lead and manage strategic mental health safety and quality frameworks and standards by	<ul style="list-style-type: none"><li>&gt; Developing safety and quality standards for Mental Health services by:<ul style="list-style-type: none"><li>o Researching safety and quality standards for mental health services.</li><li>o Analysing other state, national and international mental health services to identify safety and quality standards and their effectiveness.</li><li>o Synthesising research to create new or improved standards of safety and quality.</li><li>o Developing, trialling and validating safety and quality standards prior to implementation.</li></ul></li><li>&gt; Leading the development of Mental Health frameworks, strategies and policies by ensuring they facilitate and engender mental health practices that meet safety and quality standards, and adherence to national strategies and practice guidelines.</li><li>&gt; Establishing networks and working relationships with universities and other research institutes to maximise opportunities to influence the development of mental health practice that meets safety and quality standards.</li><li>&gt; Contributing to the establishment of an effective clinical governance strategy which ensures mental health safety and quality standards are continually improved.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Leading inspections of mental health facilities for compliance with Mental Health legislation and complete appropriate reports for the Chief Psychiatrist.</li> <li>&gt; Liaising with Local Health Networks regarding the undertaking of Root Cause Analyses after a critical incident and establish and report on linkages between critical incident reviews and coronial inquests to ensure continuous quality improvement.</li> <li>&gt; Oversighting briefings and recommendations for service improvement from information provided through the Adverse Incident Management System and the findings of the Patient Safety Review annual report.</li> <li>&gt; Undertaking or oversighting mental health investigations as required.</li> </ul>
Coordinate and contribute to the development of policy and guidelines by	<ul style="list-style-type: none"> <li>&gt; Providing high quality advice to the Chief Psychiatrist with recommendations for specific policies and guidelines concerning: <ul style="list-style-type: none"> <li>o <i>Mental Health Act 2009</i>;</li> <li>o Mental health services;</li> <li>o Mental health standards; and</li> <li>o Safety and quality.</li> </ul> </li> <li>&gt; Managing the development, implementation and review of policies and guidelines.</li> <li>&gt; Liaising and negotiating with the Chief Psychiatrist, other Directors, Managers and staff on a range of policy and program issues.</li> <li>&gt; Ensuring appropriate policy analysis, research and review.</li> </ul>
Manage the maintenance of best practice and the ongoing effectiveness and appropriateness of clinical and non-clinical services by	<ul style="list-style-type: none"> <li>&gt; Supporting the establishment of systems and practices for the regular collection, analysis and reporting of a range of clinical indicators to monitor consumer safety, risk and quality outcomes across SA Health Mental Health Services.</li> <li>&gt; Facilitating the sharing of evidence-based innovations in clinical, operational and organisational practices across SA Health Mental Health Services and with other health care facilities.</li> <li>&gt; Facilitating ad-hoc detailed analysis of clinical and/or support services.</li> <li>&gt; Contributing to the achievement and maintenance of best practice and the ongoing effectiveness and appropriateness of clinical and non-clinical services.</li> <li>&gt; Implement the recommendations of the ICAC Report about possible maladministration at the Oakden Older Persons Mental Health Service.</li> </ul>
Manage and collaborate with Diverse Stakeholders by	<ul style="list-style-type: none"> <li>&gt; Participating in the development of National Mental Health Policy.</li> <li>&gt; Ensuring analysis of National policy proposals and programs.</li> <li>&gt; Establishing and managing relationships with key stakeholders to develop and maintain strategic partnerships.</li> <li>&gt; Identifying, develop and manage consultation frameworks to meet Office of Chief Psychiatrist requirements.</li> <li>&gt; Representing the state on behalf of the Chief Psychiatrist as required on national committees working parties, or in other forums.</li> </ul>
Lead and manage a multi-disciplinary team to achieve outcomes for major mental health planning, policy development and safety and quality,	<ul style="list-style-type: none"> <li>&gt; Planning and prioritising workloads and communicating priorities and direction to staff;</li> <li>&gt; Fostering the development of staff through coaching, training and supporting staff to build their capacity;</li> <li>&gt; Managing the performance of staff by providing feedback and recognising and rewarding achievements;</li> <li>&gt; Leading staff in managing change initiatives.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Appropriate tertiary level qualification in business or health related discipline

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated ability to lead inter-agency and multi-disciplinary teams and develop and maintain relationships that will encourage co-operation, empowerment and support
- > High level ability to communicate with and understand the needs of a wide range of stakeholders in the government and non-government sector
- > Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions in a sound professional manner
- > Demonstrated high level strategic thinking and planning skills
- > Demonstrated ability to effect change and influence others in responding to change
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

#### **Experience**

- > Extensive experience in the application of safety, quality and risk management frameworks, principles and relevant standards including; Accreditation, Patient Safety, Quality, Risk Management
- > Experience in strategic planning and policy development, especially as it relates to mental health services, clinical improvement and/or safety and quality.
- > Extensive experience in the preparation and presentation of reports, policies and plans dealing with complex issues at a senior level.

#### **Knowledge**

- > A sound knowledge of public health system operations at a National and State level, particularly as they relate to mental health services
- > Knowledge of the professional and regulatory requirements in safety, quality and risk management fields
- > A demonstrated awareness of the political and socio-economic sensitivities that impact on the planning, development, funding, delivery, and management of mental health services
- > Knowledge of State Government priorities and policy direction for mental health services

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > An appropriate Degree or qualification which gives eligibility for full membership of the Australian Association of Social Workers **or**
- > An appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with Occupational Therapy of Australia **or**
- > Masters Degree in Clinical Psychology or equivalent qualification recognised by the PsyBA and general registration with PsyBA with an endorsed area of practice in Clinical Psychology or
- > Registered as a Nurse with the Nursing and Midwifery Board of Australia and hold a current practising certificate. Hold a qualification in mental health nursing equivalent to a Graduate Diploma in Mental Health Nursing

### **Personal Abilities/Aptitudes/Skills:**

Nil

### **Experience**

- > Experience in negotiation with the non-government sector for the delivery of health services
- > Previous experience in a clinical or service leadership role at a senior level

### **Knowledge**

- > An understanding of emerging directions within the health industry in South Australia, nationally and internationally.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in the Department for Health and Wellbeing, will be eligible for appointment to a position in the Department for Health and Wellbeing unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > 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 Guidelines for Health Care Workers in South Australia 2014.*
- > *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*
- > *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, Department for Health and Wellbeing employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Department for Health and Wellbeing 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.

Department for Health and Wellbeing employees will not misuse information gained in their official capacity.

Department for Health and Wellbeing 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:**

Department for Health and Wellbeing 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 the Department for Health and Wellbeing regarding acceptable workplace behaviour.

### **Resilience:**

The Department of Health and Wellbeing employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### Organisational Overview:

Our mission at the Department for Health and Wellbeing 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.

The Department of Health and Wellbeing 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:

The Department of Health and Wellbeing 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., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc. There will be some changes to country networks soon.

### 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 Department of Health and Wellbeing Care Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The Department for Health and Wellbeing assists the Minister for Health and Wellbeing to set the policy framework and strategic directions for the Department of Health and Wellbeing.

The Department of Health and Wellbeing 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.

## Values

### Department for Health and Wellbeing Values

The values of the Department for Health and Wellbeing 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 the Department for Health and Wellbeing, 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.

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 the Department for Health and Wellbeing 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		Minor formatting with order of information amended.