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## SA Health Job Pack

Job Title	CCS Relieving Administrative Officer (Casual Pool)
Eligibility	Open to Everyone
Job Number	695658
Applications Closing Date	30/06/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital and The Queen Elizabeth Hospital
Location	Various
Classification	ASO2
Job Status	Casual
Total Indicative Remuneration	\$27.50/\$29.65 per hour plus 25% leave loading

## Contact Details

Full name	Melissa Fimmano
Phone number	7074 0170
Email address	Melissa.Fimmano@sa.gov.au

## 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**

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

## Immunisation

### **Risk Category C (minimal patient contact)**

- 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 C (minimal patient contact). [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 <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>	Relieving Administrative Officer		
<b>Classification Code:</b>	ASO2	<b>Position Number</b>	M43045
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital / The Queen Elizabeth Hospital		
<b>Division:</b>	Critical Care Services		
<b>Department/Section / Unit/ Ward:</b>	Critical Care Services		
<b>Role reports to:</b>	Business Officer		
<b>Role Created/ Reviewed Date:</b>	18/09/2014		
<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)		
<b>Immunisation Risk Category:</b>	<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 type="checkbox"/> Category C (minimal patient contact)		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
The Relieving Administrative Officer contributes to the efficiency of the Critical Care Services, Central Adelaide. This includes providing administrative support functions to the Royal Adelaide Hospital and/or The Queen Elizabeth Hospital by undertaking secretarial, reception and/or Ward Clerk duties such as word processing, data entry, records management and general clerical support functions to both administrative and multi-disciplinary teams.
<b>Direct Reports:</b>
The Relieving Administrative Officer is accountable to the Business Officer.

Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Works directly and on a daily basis with the Business Officer and Critical Care Services Administrative Staff.</li> <li>• Works within a multidisciplinary team, including nursing, allied health staff, other clinical support specialities and administrative staff.</li> <li>• Works in cohesion with the Critical Care Services Business Support Team.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Liaison with the Department of Health and Wellbeing, Central Adelaide Local Health Network, Government Agencies, private sector organisations, and internal/external clients of the health service on behalf of Critical Care Services.</li> </ul>
Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>• Working autonomously exercising judgement and initiative.</li> </ul>
Delegations:
N/A
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.
Resilience:
SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### **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 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.

### **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.

### 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 *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 and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensure the provision of an administrative/ward clerk and/or receptionist support by:	<ul style="list-style-type: none"> <li>• Undertaking telephone and general reception duties.</li> <li>• Screening and redirecting all telephone calls.</li> <li>• Handling confidential correspondence, including redirecting or distributing mail.</li> <li>• Typing (including audio transcribing) of correspondence, patient summaries, minutes and agendas.</li> <li>• Preparing and maintaining patient records.</li> <li>• Recording patient movements, transfers and discharges.</li> <li>• Liaising with administrative/clinical and clinical support staff seeking to admit patients to the ward or coordinating and communicating planned admissions.</li> <li>• Data entry as relevant to the area allocated.</li> <li>• Arrange follow up appointments.</li> <li>• General filing and document management</li> <li>• Ordering and maintaining appropriate stock levels of medical and stationery supplies.</li> <li>• Liaising with various Central Adelaide staff, Departments and services.</li> <li>• Providing excellent customer service to internal and external parties, as well as patients and their families.</li> <li>• Act as key contact for all administrative and support services for Departments, Units and Services.</li> </ul>
Ensure that continuous quality improvement programs and activities are in place by:	<ul style="list-style-type: none"> <li>• Assisting with developing and establishing of key performance indicators for all critical area of responsibility in accordance with the quality evaluation program.</li> <li>• Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> </ul>

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- N/A

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

- Demonstrated ability to communicate effectively with staff, patients and general public.
- Demonstrated ability to handle sensitive and/or confidential information with discretion.
- Proven ability to work with minimal supervision, prioritise workloads and meet deadlines.
- Ability to work as an effective and contributing team member.
- Ability to work collaboratively and gain the trust and respect of staff in a team situation.
- High level of customer service skills
- Proven ability to perform administrative and support services to management and senior leaders
- Ability and willingness to learn and adapt to change

#### **Experience**

- Experience working within a multidisciplinary team.
- Experience in the use of Microsoft Office products, specifically Outlook, Word Excel and Access.
- Experience using databases, word processing, data entry and spreadsheets.
- Experience working in a hospital or patient focused organisation.
- Experience undertaking complex and diverse clerical and administrative functions.
- Experience providing a high level of effective customer service.

#### **Knowledge**

- A sound knowledge of policies relating to Work Health and Safety, EEO and Personnel Management Standards as they relate to the scope of the position.

### **DESIRABLE CHARACTERISTICS**

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

- Nil

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

- Efficiency in audio typing.

#### **Experience**

- Working in a hospital or patient focused organisation

#### **Knowledge**

- Working knowledge of hospital patient information systems



## **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 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.

### **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.

### **Central Adelaide Local Health Network:**

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).
- 

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and Donate Life SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## Health Network/ Division/ Department:

Critical Care Services incorporates the following clinical services:

- Emergency Services
- Trauma Services
- Intensive Care Services
- Medical Emergency Response
- Anaesthetic (Medical) Services
- Acute and Chronic Pain
- Hyperbaric Medicine

With over 1200 employees from various employment groups such as Medical, Nursing, Allied Health, Administration, Scientific, Technical and Health Ancillary, Critical Care Services is one of the largest Directorates within the Central Adelaide Local Health Network. Critical Care Services operates services at both the RAH and TQEH, with some services providing outreach support to intra and interstate communities.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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 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:**