



ROLE DESCRIPTION

Role Title:	Project Manager, Health System Planning
Classification Code:	AS07
LHN/ HN/ SAAS/ DHW:	Department for Health & Wellbeing
Hospital/ Service/ Cluster:	
Division:	Commissioning & Performance
Department/Section / Unit/ Ward:	Planning & Commissioning
Role reports to:	Manager, Health System Planning
Role Created/ Reviewed Date:	April 2024
Criminal and Relevant History Screening:	<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 Project Manager, Health System Planning is accountable to the Manager Health System Planning for:
- > Support system planning by managing and coordinating service planning processes and activities, ensuring the delivery of appropriate future health services and the implementation of identified health reforms
 - > Contributing to the development of population based complex service improvement and engagement projects including a South Australian Health Needs Assessment and Clinical Services Plan.
 - > Participate in data collection and analysis.
 - > Maintains close working relationships with other relevant officers in LHNs, SAAS, State-wide Clinical Support Services, Digital Health SA and Preventive Health SA, as well as DHW business units, to support the delivery of system level planning and to provide relevant input to each area's work.
 - > Prepare Project Plans, Reports, , agenda papers, Ministerial/Parliamentary/Government business briefing papers and other related information as required by SA Health.

Key Relationships/ Interactions:

Internal

- > Report to Executive Director, Planning and Commissioning through the Manager, System Design on all responsibilities related to service improvement projects.
- > Maintains close working relationship with all branches of the Commissioning and Performance Division in order to ensure integrated planning and commissioning processes.
- > Maintains close working relationships with Infrastructure and Health Services Programs branches of DHW.
- > Maintains close working relationships with planning staff across the LHNs and the Rural Support Service.
- > Maintains close working relationships with the Commission on Excellence and Innovation in Health to ensure appropriate collaboration and engagement with clinicians in all system planning.

External

- > Liaise and interact with all parts of the health system as required to conduct clinical service planning and service improvement projects.
- > Maintains cross government networks and stakeholder relationships.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Coordinating high level, rapid and time-limited projects within available resources.
- > Appropriately balancing the complexity and range of factors that influence health system and service planning, understanding related risks and impacts and responding appropriately within a changing environment.
- > Understand the complexities and interdependencies of complex health care systems

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
System wide health service planning	<ul style="list-style-type: none">> Managing and contributing to planning processes that identify the social determinants of health and interpret population needs, disease profiles, health service utilisation patterns and service delivery methodologies for the development of health service plans aimed at improving health outcomes.> Undertake detailed analysis of health and/or support services and processes as required.> Assisting in the provision of health system planning advice and information on the needs, planning initiatives, service design and development issues for planning projects> Providing support to Executive Planning groups, and working parties as required.
Research Analysis Reporting and Advice	<ul style="list-style-type: none">> Preparation and presentation of planning documents, briefings, and reports (including but not limited to Planning Frameworks, Clinical Service Plans, Ministerial/Parliamentary/Government business briefing papers and other related information.> Contribute to horizon scanning process identifying emerging trends in health service development and processes to promote service reform.
Collaboration and Partnerships	<ul style="list-style-type: none">> Establishing and maintaining close relationships with key stakeholders, including Government, Commonwealth agencies, non-Government agencies, consumers and the community, the Department for Health & Wellbeing and with Local Health Networks.> Providing leadership assistance and advice on specific projects as appropriate

	<ul style="list-style-type: none"> > Participating in team and organisational meetings > Provide comprehensive day to day support to colleagues and contribute to the work of the team/Branch/Directorate to ensure the development and delivery of organisational initiatives that are aligned to SA Health priorities
Development of applications and future strategic directions of the System Design and Planning Branch Projects through:	<ul style="list-style-type: none"> > Using strategic controls that provide for appropriate evidence based best practice decision making and continuous improvement processes. > Leading the design, conduct and management of complex projects as required and requested by the System Design and Planning Branch and Division.
Maintain compliance with General Public Sector policy through:	<ul style="list-style-type: none"> > Ensure the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Ability to manage and lead projects at a strategic level under broad guidelines and minimal direction, working within limited timeframes and ensuring that deadlines are met.
- > A high level of analytical skills, both quantitative and qualitative.
- > Demonstrated ability to work with people from diverse backgrounds and to develop relationships that will encourage cooperation and support.
- > High level of ability to analyse and synthesise data and use this to inform an evidence-based approach to priority setting and decision making.

Experience:

- > Experience in a range of planning and project work involving both teamwork and individual effort and creative and innovative approaches in a health-related area.
- > Extensive experience in preparation of reports, agenda papers, briefings, and related written documents
- > Experience in policy coordination, research, or policy development in a health-related area.
- > Experience in consulting with the community, service providers, clinicians, and other relevant stakeholders

Knowledge:

- > A detailed knowledge of strategic planning, project management and policy development processes.
- > A detailed knowledge of the Australian health system, the operations of the public health system and government and non-government health related agencies, funding programs and activities.
- > A broad knowledge and understanding of the social determinants of health and ill health, health care delivery and health promotion, especially as they relate to the diversity of groups within the population.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > An appropriate tertiary and/or post-graduate qualification in a health or related discipline.

Personal Abilities/Aptitudes/Skills:

- > Nil

Experience:

- > Experience in service delivery or management in the South Australian health system

Knowledge:

- > Knowledge of current policy and strategy frameworks in SA Health

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 and 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.

Health Network/ Division/ Department:

The System Design and Planning Branch of SA Health provide the planning and project management for system planning, clinical planning and service improvement. The System Design Team play a key role in the delivery of service improvement initiatives and engagement with the Local Health Networks.

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 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