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## SA Health Job Pack

Job Title	Executive Director
Eligibility	Open to Everyone
Job Number	694315
Applications Closing Date	Thursday, 30 May 2019
Region / Division	Department for Health & Wellbeing
Health Service	Health Protection & Licensing Services
Location	Adelaide
Classification	SAES 1 Level
Job Status	Full Time / Term Contract (up to 30 June 2022)
Remuneration Package	\$163,960 to \$252,246

## Contact Details

Full name	Paddy Phillips
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## 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>	Executive Director, Health Protection and Licensing Services
<b>Classification Code:</b>	SAES 1 Level
<b>LHN/ HN/ SAAS/ DHW:</b>	Department for Health & Wellbeing
<b>Hospital/ Service/ Cluster:</b>	
<b>Division:</b>	Health Regulation and Protection
<b>Department/Section / Unit/ Ward:</b>	Health Protection and Licensing
<b>Role reports to:</b>	Chief Public Health Officer
<b>Role Created/ Reviewed Date:</b>	April 2019
<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 Requirements:</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 checked="" type="checkbox"/> Category C (minimal patient contact)

## Role Context

### Primary Objective(s) of role:

- > Responsible for the development and implementation of a coordinated approach to addressing priority public health issues and managing services in order to improve the health and wellbeing outcomes of South Australians.
- > Responsible for the overall coordination and management of the activities and resources of Health Protection & Licensing Services.
- > Significantly contributes to the promotion and provision of effective leadership, vision and strategic initiatives to ensure the Department for Health and Wellbeing delivers valued and quality services.

### Direct Reports:

- > Director, Health Protection and Licensing Services has line supervision of professional officers within the branch.

### Key Relationships/ Interactions:

#### Internal

- > The position will work closely with other Directors in the Division, in particular working in close collaboration with the Director, Communicable Disease Control Branch in managing relevant disease outbreaks, and with senior officers throughout the Department for Health and Wellbeing, and relevant Ministers' Offices.

#### External

- > Significant working relationships with State and Commonwealth agencies, Local Government, tertiary institutions, and key community stakeholders.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ensuring that public health activities provided by Health Protection & Licensing Services are appropriately targeted and coordinated to deliver effective services in order to improve the health and wellbeing outcomes of South Australians.
- > Developing and sustaining partnerships across all levels of government.
- > Coordinating and prioritising the demanding and competing priorities of the position.

### Delegations:

- > Level 2 Financial Delegation
- > Level 3 HR Delegation

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Management	<ul style="list-style-type: none"><li>&gt; Ensure that service provision and the activities of the Health Protection &amp; Licensing Services are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.</li><li>&gt; Ensure the effective management of human, financial and physical assets within the Health Protection &amp; Licensing Services through appropriate planning and allocation of resources to achieve agreed business and strategic plans.</li><li>&gt; Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li><li>&gt; Provide for the continued professional and technical development of senior staff.</li><li>&gt; Appraise the performance and provide feedback to senior staff to contribute to their effective performance and motivation.</li><li>&gt; Plan for the career development of senior staff within the Health Protection &amp; Licensing Services to ensure the satisfactory succession for the future.</li></ul>
Strategic Policy & Planning	<ul style="list-style-type: none"><li>&gt; Provide high-level leadership for the Health Protection &amp; Licensing Services including developing, implementing and reviewing policies and programs in the areas of health protection, scientific services, food, controlled drugs and public health partnership activities in particular with Local Government.</li><li>&gt; Develop, implement and review, in consultation with relevant stakeholders, the State's Public Health Plan and subsidiary plans.</li><li>&gt; Establish data systems to underpin public health planning and reporting.</li><li>&gt; Establish and support systems of collaboration across government and public health partner authorities, and for local government at the regional level.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Develop, manage and review the operations of the Health Protection &amp; Licensing Services through strategic planning processes.</li> <li>&gt; Continually review public health legislation to ensure relevance and effectiveness in overseeing the development of new legislation.</li> <li>&gt; Engage with the media, community based organisations and other agencies in the dissemination of scientifically sound and topical answers to questions on public health issues.</li> <li>&gt; Provide advice to the Chief Public Health Officer on public health risk issues, initiatives and strategies, locally, nationally and overseas.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>&gt; Lead and manage the development, implementation and evaluation of risk management strategies in collaboration with a broad range of stakeholders.</li> <li>&gt; Develop, enhance and report on risk management systems.</li> <li>&gt; Provide authoritative advice in regard to public, health principles and risk management standards.</li> <li>&gt; Facilitate risk management initiative including developing and implementing risk reduction solutions and proposals in collaboration with stakeholders.</li> <li>&gt; Provide expertise in risk assessment, communication and management particularly in relation to communicable diseases, chemical and microbiological pollution of food, air, water and soil within the state and nationally.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>&gt; Provide accurate, timely and relevant reports, information and advice to the Chief Public Health Officer, the Minister, the Chief Executive, and relevant Department senior executives and stakeholders.</li> <li>&gt; Establish and maintain effective advisory, consultation and participation mechanisms with key stakeholders.</li> <li>&gt; Ensure strategic inter-agency liaising and sharing of expertise and information that value adds to the Health Protection &amp; Licensing Services activities.</li> <li>&gt; Develop and maintain cooperative links with key stakeholders within and outside the public health sector, Local Government and community groups, and in particular encouraging public and environmental health management planning in Local Government areas.</li> <li>&gt; Ensure mechanisms are established for two-way communication between the Department and other government agencies, academics and the wider community to inform public health policy and program development.</li> <li>&gt; Negotiate with and provide timely and appropriate information to the media and managing any resultant issues.</li> <li>&gt; Initiate and direct the provision of appropriate reports related to environmental and public health issues and associated policy development activities.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>&gt; Represent South Australia in forums such as various committees of the Commonwealth Government and of the National Health and Medical Research Council (NHMRC).</li> <li>&gt; Advocate and promote the Department's and the Division's role and services at relevant forums.</li> <li>&gt; Ensure the timely identification and assessment of emerging public health issues through the development, implementation and review of appropriate systems, policies, procedures and responses.</li> <li>&gt; Contribute to better national and international population health by participating in research, collaborative studies and programs and fostering links with national and international bodies.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Maintain contact with National and International networks of experts in relevant fields including WHO, NHMRC and other National groups in the areas of food, poisons, water, communicable diseases and public health generally.</li> <li>&gt; Support a number of formal statutory standing committees which report to Ministers and/or the Parliament.</li> <li>&gt; Lead, initiate and participate in research, collaborative studies and programs.</li> </ul>
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## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > An appropriate tertiary qualification relevant to public health or similar

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

- > Demonstrated strong leadership skills and an ability to motivate and inspire others to work together as a team to achieve objectives.
- > Demonstrated ability to communicate, both orally and in writing to audiences at all levels on a range of sensitive and complex issues.
- > Highly developed skills in using the media to inform the public on public health issues.
- > Proven ability to negotiate successful outcomes, including contracts for service, at senior levels within the government and non-government sectors.
- > Demonstrated ability to analyse and conceptualise problems, and formulate and execute appropriate evidence-based solutions in an innovative and resourceful manner.
- > Demonstrated ability to evaluate group and individual performance against agreed objectives.
- > Demonstrated ability to anticipate 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 at a senior level in the public administration of population health programs, including policy, strategic planning and innovative service development.
- > Experience in providing leadership to a multi-disciplinary organisation in a climate of continuing change, increasing the effectiveness and accountability of the organisation and/or programs.
- > Experience in the effective management of financial and human resources and capital assets.
- > Experience in the management of risk and increasing the effectiveness and accountability of risk management strategies and organisational operations.
- > Experience in a range of different organisational settings and/or positions within the human services industry.

#### **Knowledge**

- > Sound knowledge of preventive public health and health promoting principles and practices.
- > Knowledge of the political and socio-economic factors that impact on effective services.
- > 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 SA Health, will be eligible for appointment to a position in SA Health 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 subject to relevant provisions of the Executive contract.
- > 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:

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, 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.

## South Australian Executive Services (SAES) Core Competencies

The SAES Competency Framework comprises five core competencies which form the DNA of leadership. Each competency is critical and, when used correctly, forms a blueprint that guides the behaviours and actions of exceptional leaders. The five core competencies that sit within the SAES Executive Framework are:

1. Shapes Strategic Thinking and Change
2. Achieves Results
3. Drives Business Excellence
4. Forges Relationships and Engages Others
5. Exemplifies Personal Drive and Professionalism

## 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., 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.

### Department for Health and Wellbeing:

The Department for Health and Wellbeing assists the Minister to set the policy framework and strategic directions for SA Health. The Department supports the delivery of Health Protection & Licensing 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.

### Health Regulation and Protection supports SA Health's vision:

The best health for South Australians through the administration of a range of public health legislation assigned to the Minister for Health and Wellbeing, as well as the development of policies, plans, strategies and programs, designed to further the objectives of these laws. Health Protection & Licensing Services is also a primary interface with the Commonwealth Government and other States and Territories on significant national public health policies and strategies.

## 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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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:        /        /