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SA Health Job Pack

Job Title	Chief Medical Officer
Eligibility	Open to Everyone
Job Number	694317
Applications Closing Date	Thursday, 30 May 2019
Region / Division	Department for Health and Wellbeing
Health Service	System Leadership & Design
Location	Adelaide
Classification	SAES 2 Level
Job Status	Full Time / Term Contract (up to 1 July 2022)
Remuneration Package	\$227,022 to \$378,371

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 - 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

Role Title:	Chief Medical Officer
Classification Code:	SAES2
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing (DHW)
Hospital/ Service/ Cluster:	
Division:	System Leadership & Design
Department/Section / Unit/ Ward:	
Role reports to:	Deputy Chief Executive
Role Created/ Reviewed Date:	April 2019
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <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 Chief Medical Officer (CMO) is accountable to the Deputy Chief Executive for the provision of high quality strategic leadership that contributes to effective professional services and strategies in South Australia and the provision of expert advice to the health system.
- > The CMO will also contribute 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:

The CMO is responsible for the oversight and management of the Office of the Chief Medical Officer which includes the SA Medical Education and Training Unit/Office for Research and SA Health Libraries Service.

Key Relationships/ Interactions:

- > The CMO role maintains close and effective working relationships with staff within System Leadership & Design and the other Branches and Divisions within the DHW.
- > The role will maintain cooperative working relationships with the Commission for Excellence and Innovation in Health (CEIH), Wellbeing SA, Digital Health SA, Local Health Networks (LHNs) and SAAS, as well as staff of other jurisdiction's health departments.
- > The role works in close collaboration with other government agencies, as well as other key community and professional stakeholder organisations such as the professional medical colleges, universities, research institutes, the Health Translation Centre, Primary Health Networks (PHNs) and the Australian Medical Association, SA Branch (AMA).
- > The role will represent South Australia in various State and National forums as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Medical workforce development and planning
- > Research directions and strategy
- > Establishing and maintaining strategic relationships, alliances and networks with a range of key stakeholders within SA Health and across government.
- > Provision of accurate and appropriate professional advice to internal and external stakeholders, including the media, in narrow timeframes

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Management and Leadership	<p>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.</p> <p>Ensure the appropriate management of the Office of the Chief Medical Officer encompassing financial, physical and human resources by:</p> <ul style="list-style-type: none">• ensuring service provision is customer focussed and professionally and effectively conducted when contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients• enabling effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans• providing leadership, appropriate supervision and effective deployment and development of relevant personnel• leading and empowering the team in decision making processes and in the development, implementation and monitoring of relevant health service operational management policies and procedures• facilitating employee participation in attaining and maintaining a work ethos that focuses on the achievement of identified program/service outcomes• appraising the performance of supervised staff and providing counsel and feedback to ensure organisational and personal development objectives are achieved• engaging participation in the development of relevant professional policies for SA Health in collaboration with other department divisions, LHNs and other associated stakeholders as appropriate <p>Ensure compliance with relevant SA Health and Government policies, practices and procedures, codes of ethics and probity</p>
Communication	<p>Provide professional advice to the Minister for Health and Wellbeing, the Chief Executive and senior executives as required.</p> <p>Oversee the public presentation of professional advice and the resolution of technical issues.</p> <p>Enable the improvement of the co-ordination of effective services across the state.</p> <p>Develop and maintain close working relationships with senior officers throughout the Department and the metropolitan and country local health networks, other government agencies (State and Commonwealth) and key community stakeholder organisations such as the AMA professional medical colleges, universities and other medical organisations.</p>

Professional Development	<p>Enable the development of the profession within South Australia through:</p> <ul style="list-style-type: none"> • liaison with the Medical Board of South Australia on professional issues, including the translation of Medical Board policies into the Department • liaison with relevant professional colleges on an appropriate training program for speciality trainees within the South Australian public health system and private health systems • developing and maintaining productive relationships with the Federal Government, other Local and State Governments, other SA Government Departments, Health Services, NGOs, Primary Health Networks and relevant stakeholders as appropriate. <p>Develop and continuously improve the SA Medical Education and Training Health Advisory Council, through the management of the SA Medical Education and Training Unit and its associated Office for Research, both located within the Office of the Chief Medical Officer.</p> <p>Manage the SA Health Libraries Service as required.</p> <p>Represent South Australia at national meetings of relevance to the profession</p> <p>Liaise with the Australian Safety and Quality in Healthcare Commission so as to leverage the Commission's work with the aim of improving the quality of medical services within the South Australian public health and private health systems</p> <p>Close Liaison with the universities over the development of undergraduate medical teaching within South Australia.</p>
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, Appropriate Specialist Qualifications and registrable with the Medical Board of South Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award..

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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 high level interpersonal skills that foster credibility, trust and cooperation at executive and senior levels across the SA Public Sector.
- > Demonstrated ability to think and act strategically.
- > Demonstrated ability to lead change and influence others in responding to change.
- > Demonstrated ability to communicate, both verbally and in writing with the general community, the media and relevant organisations at a state and national level on relevant public health issues.
- > 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:

- > Demonstrated executive level experience in health service administration, the provision of strategic policy and planning, and the provision of professional advice as it relates to implementing complex change.
- > 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 public speaking to both large and small groups of people and in liaison with the print and electronic media.
- > Experience in the management of risk and increasing the effectiveness and accountability of risk management strategies and organisational operations.

Knowledge:

- > Sound knowledge of public health system operations at a national and state level
- > Knowledge of the political and socio-economic factors that impact on health services.

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).
- > 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 subject to relevant provisions of the *Health Care Act 2008/Public Sector Act 2009*.
- > 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 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.*
- > *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., 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.

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.

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: / /