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## SA Health Job Pack

<b>Job Title</b>	Manager, Injury Surveillance and Prevention
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	741177
<b>Applications Closing Date</b>	Friday, 5 February 2021
<b>Region / Division</b>	Wellbeing SA
<b>Health Service</b>	Prevention and Population Health
<b>Location</b>	Adelaide
<b>Classification</b>	ASO7
<b>Job Status</b>	Full Time / Ongoing Appointment
<b>Salary</b>	\$101,859-\$110,107

## Contact Details

<b>Full name</b>	Helen Thomas
<b>Position Title</b>	Director, Epidemiology
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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:

Working With Children's Check (WWCC) - <b>DHS</b>	<b>No</b>
Vulnerable Person-Related Employment Screening - <b>NPC</b>	<b>No</b>
Aged Care Sector Employment Screening - <b>NPC</b>	<b>No</b>
General Employment Probity Check - <b>NPC</b>	<b>Yes</b>

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

## Immunisation Risk Category

**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>	Manager, Injury Surveillance and Prevention
<b>Classification Code:</b>	ASO7
<b>Agency:</b>	Wellbeing SA
<b>Directorate:</b>	Prevention and Population Health
<b>Team:</b>	Injury Surveillance and Prevention
<b>Role reports to:</b>	Manager, Data Warehouse
<b>Role Created/ Reviewed Date:</b>	September 2020
<b>Criminal and Relevant History Screening:</b>	<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)
<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)

## CONTEXT

**Primary Objective(s) of role:**

Reporting to the Manager, Data Warehouse, the Manager, Injury Surveillance and Prevention is responsible for the provision of high level advice, investigation and analysis of the occurrence of injury. This includes evaluating options and proposing strategies for furthering safety in the community in South Australia and Nationally.

This leadership role will provide advice on issues relating to regulatory policy, safety standards, product design, transport policy, work and domestic settings, recreation planning, school and care facilities and the special requirements of children, people with disabilities, older people and others at particular high risk of injury.

The Manager, Injury Surveillance and Prevention will be responsible for leading implementation of the relevant priority focus area and actions related to injury prevention within the Wellbeing SA Strategic Plan 2020-2025 and will have responsibility for the SA Trauma Registry.

The Manager, Injury Surveillance and Prevention will contribute to the promotion and provision of effective leadership, vision and strategic initiatives of Wellbeing SA.

**Direct Reports:**

- > Senior Project Officer, Injury Surveillance and Prevention (ASO6)

**Key Relationships/ Interactions:**Internal

- > Maintain cooperative and productive working relationships with the Executive Director, Prevention and Population Health, Manager Data Warehouse, other staff within the Prevention and Population Health Directorate, and across Wellbeing SA.

External

- > Maintain effective collaborative working relationships with multiple stakeholders in health, public and private organisations and the general public with a particular focus on those agencies working in the fields of injury surveillance and prevention.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Balancing competing priorities, tight timeframes to deliver high quality outcomes.
- > Developing and sustaining inter-sectoral partnerships across all levels of government, including Local Government.
- > Developing, delivering and supporting high level processes that facilitate the implementation of cross cutting agendas for public health action involving multiple stakeholders.
- > Implementing priority driven, focused public health action in a dynamic and changing environment.

<b>Delegations:</b>
> Financial delegation Level 4

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Statewide Injury Surveillance and Prevention	<ul style="list-style-type: none"> <li>&gt; Provide high-level, strategic advice on relevant state, national and international injury data and research findings.</li> <li>&gt; Ensure the provision of innovative and efficient approaches to injury prevention in South Australia and (less so) nationally by assessing and evaluating successful programs, maintaining effective links with key agencies in South Australia and nationally, and by undertaking continuous improvement activities.</li> <li>&gt; Provide evidence based strategies to address circumstances associated with injury that result in death or presentation for emergency treatment and/or admission to a South Australian health facility.</li> <li>&gt; Initiate and lead the education and enhanced understanding of and response to hazards and injury prevention in the South Australian community.</li> <li>&gt; Lead improvements to the efficacy and effectiveness of statewide systems supporting emergency trauma care in South Australia, including the facilitation of trauma data to the national trauma registry and management of the SA Trauma Registry.</li> <li>&gt; Lead research and undertake testing relevant to specific hazards in collaboration with certified testing organisations.</li> <li>&gt; Maintain, refine and analyse the South Australian injury surveillance system.</li> <li>&gt; Identify gaps in Australian Safety Standards and codes of practice and lead the process to address the gaps and achieve reform and improved outcomes.</li> <li>&gt; Identify opportunities for effective safety legislation and regulations and lead the necessary process to promote the introduction of such change.</li> <li>&gt; Assist committees and groups across South Australia in the review of deaths due to suicide and death among children aged 1 to 17 years.</li> <li>&gt; Evaluate hazards of an unusual or subtle nature.</li> </ul>
Policy, Governance and Strategy	<ul style="list-style-type: none"> <li>&gt; Support the implementation of the Wellbeing SA Strategic Plan 2020-2025 with a particular emphasis on the priority focus area: Chronic disease, integrated care and injury prevention.</li> <li>&gt; Monitor, evaluate and analyse the progress of strategies, initiatives and policies that support achievement of the priority focus area and associated actions within the Wellbeing SA Strategic Plan.</li> <li>&gt; Provide high level advice, preparing briefings to senior management and Wellbeing SA Executive on injury surveillance and prevention.</li> <li>&gt; Undertake complex research to develop high quality and succinct departmental documents, correspondence, and briefings that contribute to the evidence base and promote injury prevention.</li> </ul>
Relationships and Advice	<ul style="list-style-type: none"> <li>&gt; Develop and maintain effective working relationships with all areas across government and other external stakeholders which influence or impact on the effective delivery of injury prevention strategies and programs, locally, nationally and internationally.</li> <li>&gt; Liaise, collaborate and build relationships with key internal and external stakeholders to inform, guide and support the development of injury prevention strategies led by Wellbeing SA.</li> <li>&gt; Participate on relevant internal and external committees, forums and working groups to provide expert advice, and to promote government and Wellbeing SA policy and positions for public health planning and injury</li> </ul>

	<p>prevention.</p> <ul style="list-style-type: none"> <li>&gt; Chair and/or provide support to groups and committees as required, and represent Wellbeing SA at inter-agency meetings as required.</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>&gt; Deliver customer focused service provision and activities through an integrated team approach and culture which is highly responsive to the needs of partners and external clients.</li> <li>&gt; Support and contribute to the implementation of organisational improvement and change initiatives.</li> <li>&gt; Undertake complex research to develop departmental high quality and succinct documents, correspondence, and briefings that contribute to the evidence base and promote population health outcomes, especially in relation to injury surveillance and prevention.</li> <li>&gt; Develop, support and maintain a positive work culture which is based on Wellbeing SA's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Nil.

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

- > Demonstrated ability to communicate effectively, verbally and in writing to a wide range of audiences including senior level staff, Government and non-Government agencies.
- > Demonstrated ability to work with a high level of independence, accountability and judgement.
- > Demonstrated ability to assess, understand and report on complex matters in a clear and concise way and to exercise tact and consistency when dealing with issues of a sensitive and confidential nature.
- > Demonstrated ability to conduct research activities, identifying best practice initiatives and provide associated analytical reports.

#### **Experience:**

- > Significant experience in the design and maintenance of public health databases.
- > Significant experience in clinical settings, including the evaluation of quality care and care outcomes.
- > Extensive experience in applying strategic approaches to the control of injury on a large population scale.
- > Experience in the use and maintenance of relevant statistical software e.g. SPSS, R, Stata.

#### **Knowledge:**

- > Advanced knowledge of complex analytical methods.
- > Advanced knowledge of public health politics and processes
- > Advanced knowledge of injury epidemiology.

### **DESIRABLE CHARACTERISTICS**

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

- > An appropriate tertiary qualification in public health, biostatistics or an equivalent public health discipline.

#### **Experience:**

- > Demonstrated experience in a relevant field interstate and/or overseas.
- > Experience in standard setting and regulatory activities.

#### **Knowledge:**

- > Hazards in product design, transport, recreation, work and domestic settings.
- > Wellbeing SA Strategic Plan 2020-2025.

**Special Conditions:**

- > It is mandatory that no person, whether or not already working in Wellbeing SA, may be appointed to a position in Wellbeing SA unless they have provided 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.

**General Requirements:**

All Wellbeing SA 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.
- > Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all Wellbeing SA practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.



**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 the Public Sector values and strategic directions of Wellbeing SA.

**Handling of Official Information:**

By virtue of their duties, Wellbeing SA employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Wellbeing SA 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.

Wellbeing SA employees will not misuse information gained in their official capacity.

Wellbeing SA 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:**

Wellbeing SA 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 regarding acceptable workplace behaviour.

**Resilience:**

Wellbeing SA employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### Organisational Overview:

Established as an attached office to the Department for Health and Wellbeing, Wellbeing SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease. Using a population health approach, Wellbeing SA will lead community-wide action on the determinants and risk factors of good health and wellbeing and models for care in the community.

Wellbeing SA will:

- Lead – provide system leadership in prevention, the collection and use of data and evidence to inform practice and out of hospital strategies and services.
- Commission – fund approaches and services for prevention, health promotion and hospital avoidance.
- Partner – work collaboratively with community and stakeholders to impact health and wellbeing and coordination of care.
- Deliver – support the implementation of evidence-based approaches for health promotion and integrated community-based health care.
- Prioritise – focus on priority settings and priority population groups who experience poorer health outcomes and are at higher risk of preventable hospital admissions.

### Our Legal Entities:

Wellbeing SA has been proclaimed as an attached office to the Department for Health and Wellbeing, under the *Public Sector Act 2009*. The Chief Executive Wellbeing SA is responsible to the Minister for Health and Wellbeing.

Wellbeing SA works with other legal entities of SA Health including Local Health Networks and SA Ambulance Service Inc.

### Wellbeing SA Challenges:

South Australians generally experience good health and wellbeing with one of the safest and most advanced health systems in the world. However, like the rest of Australia and many other countries, South Australia is faced with significant challenges with an increasing and changing burden of disease and increasing health system demand, which has resulted in high utilisation of hospital services and rising health care costs.

Wellbeing SA has been established to deliver a renewed focus and action on prevention in South Australia and a broad understanding of wellbeing. The Wellbeing SA Strategic Plan 2020-2025 outlines the long term vision to create a balanced health and wellbeing system that supports improved physical, mental and social wellbeing for all South Australians. The agency goal for the first five years is to lead the system change required to support health and wellbeing and embed prevention across the life course.

### Directorate:

The **Prevention and Population Health** Directorate works to build better health outcomes and avoid or defer the onset of preventable disease and disabilities using population data and best-practice to develop evidence-based prevention and health promotion strategies.

## Values

### South Australian Public Sector Values

The public sector values have been developed to make it easier for us to work together by forming a culture and a vision that we all share.

- > Service – we proudly serve the community and Government of South Australia
- > Professionalism – we strive for excellence
- > Trust – we have confidence in the ability of others
- > Respect – we value every individual
- > Collaboration and engagement – we create solutions together
- > Honesty and Integrity – we act truthfully, consistently and, fairly
- > Courage and tenacity – we never give up
- > Sustainability – we work to get the best results for current and future generations of South Australians.

### 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 as outlined within this document.

**Name:**

**Signature:**

**Date:**