**COVID-19**

**ROLE STATEMENT**

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| **Role Title:** | Manager Administration/Project Manager – Various Opportunities  |
| **Classification Code:** | MAS3 |
| **LHN/DHW:** | Department for Health and Wellbeing |
| **Division:** | Various |
| **Department/Section / Unit:** | Various |
| **Role reports to:** | Director / Executive Director  |
| **Role Created/ Reviewed Date:** | August 2021 |
| **Criminal and Relevant History Screening:** | [ ]  Working with Children’s Check (WWCC) (DHS)[ ]  Aged (NPC)[ ]  Vulnerable (NPC)[x]  General Probity (NPC) |
| **Immunisation Risk Category Requirements:** | [ ]  Category A (direct contact with blood or body substances)[ ]  Category B (indirect contact with blood or body substances)[x]  Category C (minimal patient contact) |
| **Direct Reports:** | Dependant on the role |
| **Delegations:** | Dependant on the role |

**ROLE PURPOSE:**

The Manager Administration/Project Manager will report to the Director/ Executive Director and will have responsibility for managing a large-scale operation or a function of critical importance to the agency and public sector. The role requires original thinking, exercise signifiable levels of independent judgement and exercise of delegated authority.

The role will provide leadership across strategic and operational priorities for large-scale operation and or a function:

* Manage day-to-day operations of a large-scale operation and or a function leveraging best practice,

and where required, leading appropriate governance frameworks which deliver business led prioritisation staff allocation to reflect appropriate skill mix, staff development, professional responsibility for staff, and planning, development implementing WH&S and significant events.

* Ensuring optimal delivery of a safe, efficient, and effective a large-scale operation or a function.
* Manage the human and financial resources for a large-scale operation and or a function.

**KEY RELATIONSHIPS/INTERACTIONS:**

Internal

* Reports to the Director / Executive Director.
* DHW and its business units; but not limited to, Finance, Procurement, ICT, Legal Services, Risk and Assurance, the Minister’s Office and other corporate services.
* Liaise and develop strategic networks with key working groups, bodies and representative organisations at state and national level including; Australian Government and State and Territory Health departments and disaster management operations.
* South Australian Emergency Management Sector and Emergency Services.
* Maintain and foster close working relationships with key departmental stakeholders, including Department for Health and Wellbeing (DHW) and Local Health Network (LHNS).
* Liaise and develop strategic networks with key working groups, bodies and representative organisations at a state and national level including Australian Government and State and Territory health departments and disaster management organisations

External

* Members of public, Local Health Network staff, SA health employees, local, State and Commonwealth Government agencies, contractor and external stakeholders.

**CHALLENGES ASSOCIATED WITH THE ROLE:**

* Working in an emerging and rapidly changing public health response that is highly impactful to human health whilst being mindful of political and economic sensitivities.
* Developing, implementing and reviewing systems and processes to meet local and national data reporting requirements.
* Implementing best practice guidelines in a rapidly changing environment.
* Implementing change management processes to support the team to respond to the changing dynamic of the COVID pandemic.

**SPECIAL CONDITIONS:**

* The incumbent will be required to participate in an after-hours on-call roster
* Some out-of-hours work will be required.
* Intrastate/interstate travel may be required.
* Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

**KEY RESULT AREAS AND RESPONSIBLITIES**

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| **Key Result Areas** | **Major Responsibilities** |
| Strategy and planning of operational matters | * Lead the coordination and planning of future strategic and operational obligations that are identified to be achieved within a participative framework.
* Continually monitor, evaluate, and improve operations, supported by a culture of risk awareness and responsiveness to address risks.
* Lead the strategic planning of continuous quality improvement activities, including emergency management planning.
* Lead, develop and foster a positive work culture which promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.
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| Provide information to support policy, planning and evaluation of COVID-19 programs  | * Manage and/or undertake briefings and correspondence for the Minister and others.
* Manage and/or undertake media alerts, information alerts and promotional materials.
* Disseminate information to relevant stakeholders in accordance with ethical and legal privacy arrangements.
* Develop processes for information requests and exchanges to ensure confidentiality, security and integrity requirements are upheld.
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| Contribute to the delivery and maintenance of safe and efficient work practices  | * Provide positive leadership, direction and advice and foster a supportive environment that facilitates collaborative teamwork, learning and professional development.
* Adhere to the provisions of relevant legislation, policies, procedures, instructions and guidelines.
* Comply with all Work Health and Safety provisions, policies and strategies to result in a healthy and safe work environment.
* Maintain strict confidentiality regarding any client/patient, staff, human resource, financial and strategically important information.
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| Manage and promote the ongoing development, operational efficiency and effectiveness of strategies, programs and initiatives | * Ensure the operational effectiveness and efficient management of units financial, physical and human resources including risk and asset management, performance management, team development and process improvement.
* Health and Safety by adhering to the provisions of relevant legislative requirements.
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**KEY SELECTION CRITERIA:**

* Extensive experience in leading, motivating and influencing employees and driving work objectives for improved performance across strategically aligned multifaceted activities.
* Deliver customer focused and strategically aligned services and practices and engage with stakeholders to successfully negotiate sensitive matters.
* Comprehensive knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
* Demonstrate ability to work under broad Government and/or Agency directions, act with urgency and successfully lead and implement innovative solutions and change and risk management initiatives across an organisation.
* Demonstrate strategic thinking and ability to act with urgency, accept and expect responsibility, successfully lead and implement solutions and change and risk management initiatives across an organisation.
* Proven ability to work under broad Government and/or Agency directions in determining measuring and improving performance outcomes and strategically planning multifaceted activities to achieve corporate objectives.
* Comprehensive knowledge of the issues, risks, trends and directions associated with the assigned services, systems and/or programs, particularly within the context of social, economic and commercial considerations.
* Successful experience in influencing sensitive negotiations that engage stakeholders and demonstrate commitment to customers, with high level writing skills that deliver clear and concise advice appropriate to the audience.
* Extensive experience in driving for outcomes through leading, motivating and influencing a diverse range of employee in the delivery of strategic programs, projects, systems and/or services that efficiently utilise allocated resources.
* 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 31000:2018 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

**INCUMBENT ROLE ACCEPTANCE**

Employees are required to work in accordance with the Code of Ethics for the South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements (refer to Induction and Orientation intranet page).

I have read and understood the responsibilities associated with role as outlined within this document.

**Name: Signature: Date:**

**Manager Name: …………………Role Title:**

**Signature: Date:**

**Version control and change history**

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| **Version** | **Date from** | **Date to** | **Amendment** |
| V1 | 01/09/2021 |  | Original version. |