**COVID-19**

**ROLE STATEMENT**

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| **Role Title:** | Senior Project Officer/ Senior Administration Officer – Various Opportunities |
| **Classification Code:** | ASO6 |
| **LHN/DHW:** | Department for Health and Wellbeing |
| **Division:** | Various |
| **Department/Section/Unit:** | Various |
| **Role reports to:** | Business Manager |
| **Role Created/ Reviewed Date:** | September 2021 |
| **Criminal and Relevant History Screening:** | [ ]  Aged (NPC)[ ]  Working With Children’s Check (WWCC) (DHS)[ ]  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** | Nil |
| **Delegations** | Nil |

**ROLE PURPOSE:**

The Senior Project Officer/ Senior Administration Officer reports to the Business Manager and will be required to coordinate projects and programs within the Department for Health and Wellbeing (DHW). The scope of the duties may influence state, regional and local office operations; and require a significant level of responsibility and decision-making; the exercise of judgement and delegated authority; the provision of expert advice, consultation and assistance; and policy advice relevant to the discipline involved under broad direction.

The role will be accountable for the following but not limited to:

* Developing, implementing and evaluating the delivery of programs that align with the effective operation of the business unit.
* Supporting DWH initiatives to continually enhance systems and processes, to optimise performance and responsiveness to the COVID-19 pandemic emergency.
* Coordinating and undertaking project management activities to assist broad range of projects.
* Applying risk management practices and relevant legislation.
* Providing operational support to the business unit when required.
* Coordinating planning preparation in addition to providing support during operations.

**KEY RELATIONSHIPS/INTERACTIONS:**

Internal

* Reports to Business Manager.
* Works collaboratively with Divisional Administration Officers, Business, Project and Service Support, and external providers as required.
* Fosters close working relationships with key departmental stakeholders, including Department for Health and Wellbeing (DHW) and Local Health Networks (LHNs).

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:**

* Support SA Health with the strategic intent to prevent community transmission of COVID-19 and the control of strategic risks associated with the COVID-19 pandemic emergency.
* Working in a fast-paced environment characterised by complexity, innovation and change;
* Working in an emerging and rapidly changing public health response what is highly impactful to human health whilst being mindful of political and economic sensitives;
* When a critical even occurs, the incumbent will be required to assist with tasks with fall outside of the day to day business.

**SPECIAL CONDITIONS:**

* May be required to participate in an after-hours on-call roster/some out-of-hours work.
* 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** |
| Operational enablement | * Coordinate, and provide a consultancy service to, emergency operations including coordinating support activities and resources.
* Provide expert advice regarding the identification and mitigation of key risks and threats, including worst-case scenarios and potential outcomes.
* Coordinate and undertake the consistent delivery of high quality and valued analysis and information provided in operations documentation and plans and provide support for State and Federal Government Inquiries.
* Coordinate, assist and support personnel management processes.
* Ensure a safe working environment for personnel within the section or unit.
* Coordinate and deliver meeting agendas across all agencies and stakeholders.
* Liaise with a range of stakeholders to proactively coordinate communications and action requests to ensure responses meet deadlines.
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| Continuous Improvement and Compliance | * Coordinate and communicate the continuity, timing and other expectations in relation to the established work priorities of the team.
* Work to, and communicate the development of, workgroups principles for the preparedness and ongoing high performances.
* Coordinate and record the daily activities and decisions that are maintained for reporting.
* Undertake research and complex project work that contributes to the continuous improvement and ongoing maintenance of procedures to ensure timeliness and accuracy of analysis.
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| Provides expertise to enable strategic planning  | * Participate in forward planning and policy development including estimating future requirements with the application of expert operations knowledge.
* Source, maintain and coordinate resources.
* Inform the administrative / project requirements of the business unit, enable reliable operational support and oversee operational processes.
* Inform and coordinate innovative emergency management change initiatives that will ensure appropriate and timely decision making.
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| Leadership | * Lead by example by living the Code of Ethics for the South Australian Public Sector.
* Demonstrate initiative by challenging status quo and proactively looking for better ways to improve.
* Take ownership of issues and challenges.
* Liaise effectively with peers and stakeholders.
* Comply and follow SA Public Sector work, health and safety policies and procedures.
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**KEY SELECTION CRITERIA:**

* Delivers customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex matters.
* Significant experience in efficiently managing resources to develop, deliver, evaluate and improve programs, projects, systems, policies, services and employee performance.
* Engages high level analytical and research skills to evaluate complex information, provide expert advice, understand social, economic and commercial factors, manage competing priorities, meet deadlines and write concise reports with recommendations.
* Demonstrated ability to act with urgency, accept and expect responsibility, successfully implement change and risk management initiatives and complex solutions within span of assigned functions.
* Proven high level analytical and research skills to evaluate and analyse complex information, provide expert advice and communications, and develop clear reports with recommendations for time critical deadlines in an environment of competing priorities.
* Proven ability to work under broad direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
* Well-developed knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of social, economic and commercial considerations.
* Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiate and resolve conflict with employee and stakeholders.
* 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 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. |