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SA Health Job Pack

Job Title	Academic Research Associate
Eligibility	Open to Everyone
Job Number	749704
Applications Closing Date	23rd April 2021
Region / Division	Southern Adelaide Local Health Network
Health Service	SAPOM - Orthopaedic Surgery
Location	Bedford Park
Classification	PO3
Job Status	Full/Time Temporary up till to 31 December 2021
Total Indicative Remuneration	\$105,461 - \$111,437

Contact Details

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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 Human Services (DHS) 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 Screening – DHS
- ☐ 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 above.

Immunisation

Risk Category B (indirect contact with blood or body substances)

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 B (indirect contact with blood or body substances). [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

Position	Academic Research Associate
Classification	PO3
Division	SAPOM
Department / Section / Unit / Ward	Orthopaedic Surgery
Role reports to	Operationally: > Professor Greg Bain Professionally: > Professor Ruurd Jaarsma
CHRIS 21 Position Number P35288	Role Created / Review Date 21/12/2020
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

Research Associate will undertake research in Orthopaedic Upper Limb projects under the direction of the Chief Investigator.

The Research Associate will assist in leading the design and execution of research projects, clinical trials and cadaver workshops

The Research Associate will assist in leading medical students in research projects

Direct Reports: (List positions reporting directly to this position)

- > Medical Students
- > Research Higher Degree Students

Key Relationships / Interactions:

Internal:

- > Flinders University
- > Multidisciplinary Medical Teams

External:

- > Orthopaedic Implant Companies
- > Multidisciplinary Teams from other Institutes
- > Liaising with patients regarding donations to foundation

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Position requires a high level of self-motivation, independence and high level of English literacy and understanding of research methodologies

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in 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'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

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.

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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > 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.
- > There may be out of work hours

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > There is indirect patient contact when conducting research trials > Demonstrate appropriate and professional workplace behaviours
Leadership	<ul style="list-style-type: none"> > Providing leadership and direction, act as a resource person, mentor within the area based on knowledge, experience and skills for staff and students. > Contributing positively to communication processes that effectively deal with challenging behaviours and the resolution of conflicts. > Sets high personal goals for development to ensure best possible performance. Inspires ongoing learning and development in others. Creates an environment where people are open to recognising and learning from mistakes.
Research	<ul style="list-style-type: none"> > Contributing specific expertise to monitor and evaluate research activities in order to improve research output and practice by: <ul style="list-style-type: none"> o Keeping up to date with literature, organising study design, and liaison with supervisor/multidisciplinary teams with technical expertise. o Creating and organising Ethic Committee submissions within SA Health and private corporations. o Coordinating the recruitment, screening, enrolment and follow-up of eligible patients/participants to meet protocol requirements, and coordinate services with other disciplines or agencies to provide individual health care needs associated with study process. o Maintain accurate and complete documentation associated with the research studies, including regulatory documents, signed informed consent forms, Ethics Committee approvals, source documentation, study-related communications, and updated research databases. o Supervising higher degree students and medical students undertaking research in the Upper Limb Unit. > Ability to complete 3D printing/segmenting of upper limb anatomy for assistance in surgical planning and 4D CT trials. > Undertaking own research projects.
Administration	<ul style="list-style-type: none"> > Contribute to the efficient and effective functioning of the Team or Work Unit in order to meet all requirements. > Undertake key responsibilities or activities as directed by supervisor. > Organising finances for Supervisor's work expenses and project resources including research consumables, travel and conferences. > Plan and facilitate promotional and fundraising events in conjunction with Office of Communication and Engagement at Flinders University. > Manage donations for the Upper Limb Foundation including mailing donation packs, processing cash donations and providing receipts. > Organising indemnification of visiting Orthopaedic Surgeons for observerships within the Upper Limb Unit. > Editing presentations/images and documents for research projects. > Arranging meetings for research and Combined Executive Hand Services meetings, including distributing agendas and meeting minutes. > Organising cadaver workshops, involving identification of specimens, equipment, accreditation and induction for visitors to Tonsley Laboratories,

	and liaising with industry partners.
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

PhD in relevant field is desirable but not essential

High level of English Literacy

Experience in research in a relevant medical or health sciences field, PhD desired but not essential

Personal Abilities/Aptitudes/Skills

- > Demonstrated emerging research experience in terms of publications and presentations in relevant field
- > Demonstrated experience in qualitative research methodology
- > Demonstrated experience in 3D printing plus 4D CT trials
- > Organisation of cadaver workshops
- > Deliver project targets on time
- > Understanding of contemporary issues in healthcare, patient care and delivery of health policies
- > Demonstrated well-developed interpersonal skills and capacity to collaborate and engage with diverse stakeholders and industry partners
- > Demonstrated ability to critically review literature in relevant fields
- > Demonstrated ability to undertake collaborative research projects and establish and maintain effective relationships with multidisciplinary teams
- > Demonstrated written and oral communication skills in an academic environment
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrate a level of experience in an academic field being able to work in collaboration with multidisciplinary teams
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Educational/Vocational Qualifications**

- > A completed PhD in a relevant medical or health sciences field is desirable but not essential
- >

Personal Abilities/Aptitudes/Skills

- > Interpersonal skills of a high level, being able to communicate well with all multidisciplinary teams whether medical, industry or allied staff

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > High level of experience in computing skills, including spreadsheets, data bases, word processing
- > 3D printing experience in printing and segmenting anatomy for upper limb surgical procedures

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Experience in research methodologies
- > Being able to work independently
- > High level of communication with multidisciplinary teams
- > Demonstrated ability to work to deadlines including journal submissions, papers, book chapters
- > Demonstrate knowledge of Australian health system

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

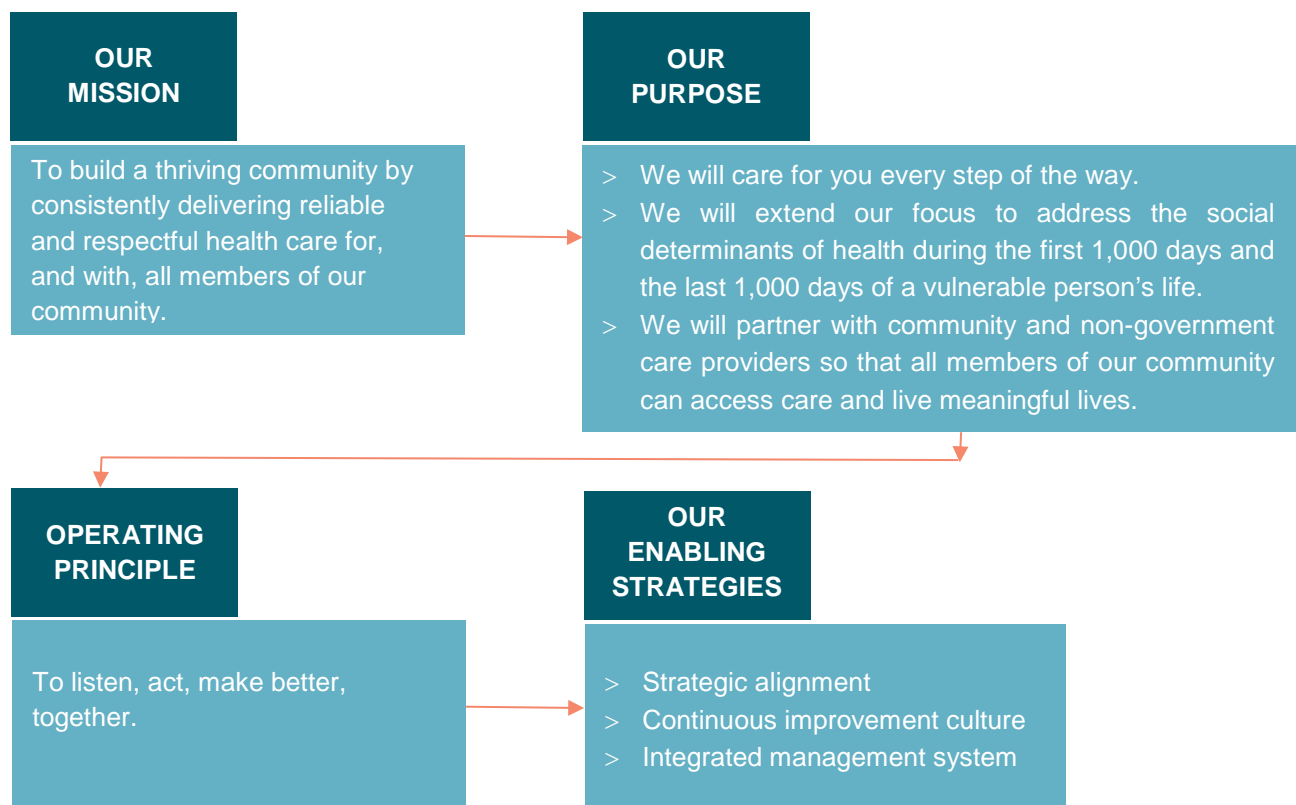
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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** – 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 & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Academic Research Associate in the Orthopaedic Surgery and organisational context and the values of SA Health as described within this document.

Name

Signature

Date