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## SA Health Job Pack

Job Title	Executive Assistant to Executive Director of Medical Services
Eligibility	Open to Everyone
Job Number	879039
Applications Closing Date	2/10/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Medical Services
Location	Adelaide Hills Region/Mount Barker
Classification	ASO3
Job Status	Temporary Full time position working up to 31 January 2025
Salary	\$67,589 to \$72,033 p.a.

## Contact Details

Full name	Genevieve deVries
Phone number	0435220874
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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 Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

## ROLE DESCRIPTION

<b>Role Title:</b>	Executive Assistant to Executive Director of Medical Services
<b>Classification Code:</b>	ASO3
<b>LHN/ HN/ SAAS/ DHA:</b>	Barossa Hills Fleurieu Local Health Network (BHFLHN)
<b>Hospital/ Service/ Cluster</b>	Medical Services
<b>Division:</b>	
<b>Department/Section / Unit/ Ward:</b>	
<b>Role reports to:</b>	Executive Director Medical Services, BHFLHN
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Executive Assistant provides a comprehensive, confidential, efficient and effective administrative support services to the Executive Director Medical Services BHFLHN.
- > The role will also be responsible for project work to ensure the efficient management and operation in support of the Executive Director Medical Services BHFLHN. In addition, the incumbent may also provide support services to other senior executive and medical workforce or management staff as required.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

#### Internal

- > The Executive Assistant:
  - reports to the Executive Director Medical Services BHFLHN;
  - professional supported by the Executive Director Medical Services, BHFLHN;
  - communicates and liaises with all levels of staff at health services throughout the LHN.

#### External

- > Consumers of BHFLHN
- > RACMA
- > Locum Agencies
- > General Practitioners

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Adhering to critical timeframes and deadlines
- > Managing priorities and expectations within available resources
- > Working under limited supervision, applying initiative and using judgment through precedents, guidelines, procedures, regulations and instructions and maintaining professionalism at all times.



**Delegations:**

> Nil

**Resilience:**

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

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & 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.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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 Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

**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.

**Cultural Statement:**

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**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 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue.
- > 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 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Flexibility in hours to be worked as required.
- > Will work in accordance to the Role Descriptor in collaboration with the Roles and Responsibilities document.
- > May be required to work across Barossa Hills Fleurieu Local Health Network.
- > Some intrastate/interstate travel involving overnight absences may be required.
- > A current driver's licence and a willingness to drive is essential.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>Provision of a confidential, efficient and effective administrative support service by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Providing an administrative service for the Executive Director Medical Services) BHFLHN by identifying, monitoring and attending to urgent enquiries, ensuring resolution and quality control of responses coming from within the LHN, ensuring conformity to government policies and standards;</li> <li>&gt; providing a high level administrative and executive support for meetings and conferences including taking of minutes, preparation of agenda items, reports, briefings and correspondence including researching information, collating data, drafting responses and providing status reports on outstanding issues;</li> <li>&gt; Maintaining a customer focused approach and respect for client and staff confidentiality;</li> <li>&gt; Ensure effective and timely communication with BHFLHN, Department of Health, senior staff of the Health Unit, other Government agencies and external organisations by co-ordinating and preparing correspondence and liaising as directed;</li> <li>&gt; Provide a high quality, confidential service including drafting and formatting confidential correspondence on behalf of the EDMS BHFLHN.</li> <li>&gt; Arranging travel and accommodation requirements and itineraries for the EDMS BHFLHN and others as required;</li> <li>&gt; Maintain close liaison within BHFLHN and the other regional LHN's;</li> <li>&gt; Liaise with relevant staff and outside organisations, in the organising of official functions relevant to the EDMS BHFLHN;</li> <li>&gt; Investigating and researching issues on behalf of the EDMS BHFLHN and providing reports as required;</li> <li>&gt; Building and maintaining effective interpersonal relationships ensuring the provision of a timely, concise and accurate service;</li> <li>&gt; Maintaining a comprehensive daily diary for EDMS BHFLHN;</li> <li>&gt; Preparing reports, letters and other documents in a confidential and efficient manner;</li> <li>&gt; Drafting correspondence from brief verbal communication and initiating routine letters and memoranda as required.</li> </ul>
<p><b>Contribute to the timely and effective coordination of projects and provide project services by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Undertaking minor research and project work as required;</li> <li>&gt; Establishing and maintaining appropriate information systems which support regular monitoring and reporting on progress of projects against plans;</li> <li>&gt; Liaising with project managers/officers, internal business units, agencies and service providers for information and progress updates;</li> <li>&gt; Undertaking reviews of matters referred by the EDMS BHFLHN;</li> <li>&gt; Liaising with public and private sector agencies as required in the investigation of specific issues arising from correspondence, meetings and office support activities; and</li> <li>&gt; Coordinating administrative support services.</li> </ul>
<p><b>Maintain professional development</b></p>	<ul style="list-style-type: none"> <li>&gt; Attending training courses, seminars and workshops as required.</li> <li>&gt; 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.</li> <li>&gt; Participating in performance review and development discussions.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

**Educational/Vocational Qualifications** (in accordance with the SA Health Workforce Advice – Minimum qualification requirements for non-executive SA Health employees)

- > Nil

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

- > Excellent communication skills including a high level of written and verbal skills, including the ability to interpret and deliver complex information in a clear and simple manner.
- > Demonstrated ability to relate to all levels of management, staff, customers and external organisations and possessing effective interpersonal skills.
- > Demonstrated ability to recognise and deal discreetly with confidential matters and exercise personal integrity of the highest order.
- > Demonstrated ability to meet deadlines, perform well under pressure and work with limited supervision.
- > High level organisational skills including excellent time management and the ability to prioritise workloads.
- > Possess initiative, flexibility and ability to adapt appropriately to changing priorities.
- > Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

#### **Experience**

- > Proven experience in providing a confidential and professional administrative support service to executive level staff with efficiency and accuracy.
- > Extensive experience in providing accurate and professional administrative services to committees including minute taking, preparing agendas and other relevant material and attending to relevant action items.
- > Proven experience in establishing and maintaining effective office systems and procedures.
- > Experience in undertaking minor research projects, including the compilation of data and the preparation of briefing documents and summary reports.
- > Experience in human resources including recruitment and selection, employment contracts and changes to working conditions
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge of Records Management systems and processes.
- > Knowledge of Occupational Health, Safety & Welfare policies and procedures and their application in the workplace.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.



## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Nil

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

- > Conflict identification and resolution skills.
- > Advanced computer skills

### **Experience**

- > Experience in the provision in a range of human resources functions
- > Experience in health services

### **Knowledge**

- > Knowledge of medical Awards and Agreements
- > Knowledge of employment structures, qualifications, and categories of medical staff within a public health system
- > Understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Information Sharing Guidelines
- > Knowledge of medical terminology.

## 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 legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### 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.

### Health Network/ Division/ Department:

Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$280 million and an employed workforce of over 2000.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

## Values

### Barossa Hills Fleurieu LHN 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 Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration and kindness.
- > We value care, excellence, innovation, 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

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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## 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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date**