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SA Health Job Pack

Job Title	Principal Consultant Allied Health
Eligibility	Open to Everyone
Job Number	821994
Applications Closing Date	12/2/2023
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Rural Support Service
Location	location negotiable
Classification	AHP5
Job Status	Permanent Full-Time position
Salary	\$123,609 - \$135,194 p.a.

Contact Details

Full name	Cathy Teager
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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 - 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

POSITION DESCRIPTION



Job Title	Principal Consultant Allied Health	Classification	AHP5	Position Number	P20816
LHN	Barossa Hills Fleurieu Local Health Network (BHFLHN)	Term	Ongoing	Position Created	30 June 2008
Area	Rural Support Service	FTE	1.0	Last Updated	Aug 2022
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input type="checkbox"/> DHS NDIS Worker Screening <input checked="" type="checkbox"/> NPC Unsupervised contact with vulnerable groups					
Immunisation Risk Category: <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)					

Broad Purpose of the Position

The Principal Consultant Allied Health (PCAH) is accountable to the Chief Clinical Advisor for the strategic leadership of Allied Health Professional (AHP) workforce development, service redesign and clinical governance initiatives across regional Local Health Networks (RLHNs). The PCAH leads the AHP leadership team, and works in close partnership with diverse stakeholders including RLHN, Executive, including Executive Directors, Community and Allied Health, Senior Managers, Workforce Services, SA Health Allied and Scientific Health Office (ASHO), Professional Associations, Registration Boards and Universities.

Drawing on a clinical background and contemporary knowledge of national and state health reform agendas, SA Health and RLHN priorities and policies, and AHP services in RLHNs; the PCAH applies high level project management and strategic planning skills; provides expert consultancy advice; develops clinical and workforce policy; and represents RLHNs or Allied Health on regional, state and national committees.

The PCAH is also responsible for leading learning and development initiatives for the Allied Health Professions in BHFLHN, including through management of the Country Allied Health Clinical Enhancement Program (CAHCEP+), AHP Transition to Professional Practice Program and a number of significant projects.

Qualifications

Must hold a recognised qualification within a relevant Allied Health profession, and be eligible for membership of the relevant Professional Association.

For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional associations' accredited continuous professional development program.

A higher qualification in a relevant area such as health service management, clinical education will be highly regarded

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.

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Resilience SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.		
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 <ul style="list-style-type: none"> A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required. Flexibility and some out of hours work may be required. 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 Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI). 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 Australia Police confirming the clearance is for the purpose of working in Aged Care. Prescribed Positions will also require a NPC general probity clearance. Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue. Adherence to the "Code of Conduct for SA Public Sector Employees" Required to comply with the RLHN Procedure for Credentialling Allied Health Professionals. A managerial allowance is attached to this position in accordance with the Enterprise Agreement. Maintain a small clinical case load or other clinical / professional support responsibilities, commensurate with other responsibilities, as negotiated with the Chief Clinical Advisor 		Key Relationships <ul style="list-style-type: none"> Accountable to the Chief Clinical Advisor and operates under general policy direction and with professional independence Responsible for line management of the AHP4 Advanced Clinical Leads of Dietetics, Occupational Therapy, Physiotherapy, Podiatry, Speech Pathology and Social Work; CAHCEP+ Coordinator, Senior Project Officers and other project staff as required Provides representation on relevant RLHN, SA Health and national committees as required, and is Chair of the Allied & Scientific Health Leadership Advisory Group, Chair AHP Credentialling Committee and project Steering Committees as required Expected to negotiate own formal professional supervision arrangement, in accordance with the LHN Allied Health Clinical Support Framework, and provide Clinical Supervision and Mentorship to AHPs as required. Works closely with AHP leaders in RLHNs, SA Health and interstate, including as a member of the state-wide allied health executive Maintains cooperative and productive working relationships with diverse stakeholders, including colleagues within SA Health and interstate, private providers, Universities, relevant Professional Associations and Registration Boards, and with the RLHN and RSS Executive Regularly required to represent AH on regional LHN, state and occasionally national committees.
Key Result Areas	Generic Requirements	Specific or Local Requirements

POSITION DESCRIPTION

<p>1. Technical Skills and Application</p>	<p>1.1 Provide expert specialist consultancy advice to RLHN/ SA Health Executive on rural AHP matters, to achieve responsibilities of a crucial nature to the allied health professions, RLHN or State, and make a significant contribution to the development of professional understanding on a state, national or international level.</p> <p>1.2 Lead the development of new services and practices by establishing and / or modifying standards, guidelines, concepts, theories, techniques or principles</p> <p>1.3 Develop and provide statewide Professional / Clinical education programs and resources.</p> <p>1.4 Operate under general policy direction and with professional independence in the determination of overall strategies, priorities, work standards and the allocation of resources</p> <p>1.5 Apply very high level professional skills and detailed knowledge of RSS and RLHN strategic directions, service delivery and workforce issues, industry standards and relevant strategic and legislative imperatives</p>	<ul style="list-style-type: none"> ▪ Lead the development and management of crucial AHP service and workforce development projects, programs and portfolios of strategic work for RSS and RLHNs, including an emphasis on improving: <ul style="list-style-type: none"> → Service quality, access and integration across primary, sub-acute and acute care → Recruitment and Retention → Clinical education, learning and development → Strategic workforce analysis, planning, development and redesign of the AHP and support workforce → Clinical governance, including development and implementation of clinical governance structures, policies and resources to improve clinical supervision, support and competence of RLHN AHPs → Systems for monitoring and reporting on the RLHN AHP workforce, including credentials → Collaboration with Universities to strengthen Clinical Placements for professional students, clinical education for country staff, and continued growth of clinical education, research, evaluation and academic publication of the work of BHFLHN AHPs ▪ Facilitate the development of strong clinical governance processes and culture within RLHNs ▪ Provide high level and expert advice on matters of inherent complexity to the Chief Clinical Advisor, RLHN Executive, RLHN staff and managers as required. ▪ Maintaining and contributing to knowledge of current and emerging allied health issues at RLHN, state and national levels, including through publication and presentation at national conferences
<p>2. Personal and Professional Development</p>	<p>2.1 Operate with professional independence to achieve a high standard of complex, crucial, specialised and strategically significant work</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> a. Attending all mandatory training and actively pursuing other development as required to maintain currency of clinical knowledge b. Actively developing the professional skills and competencies in others, including as a Consultant Educator, Consultant Researcher and Mentor to less experienced peers, and through academic publication.. c. Seeking mentorship and support from diverse peers, utilizing extensive professional networks and strong relationships with Universities, 	<ul style="list-style-type: none"> ▪ Responsible for improving the clinical education, professional development and support available to RLHN AHPs by: <ul style="list-style-type: none"> → Managing learning and development (L&D) programs and related staff, including CAHCEP+ and AHP Transition to Professional Practice → Facilitating and advocating for improvements in access to learning and development opportunities → Promoting and supporting the implementation of the SA Health Clinical Support Policy clinical supervision training across the network

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	<p>Professional Associations and Boards</p> <p>d. Actively participating in the Professional Review & Development (PR&D) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision.</p> <p>2.3 Facilitate the development of knowledge of effective practice by leading, encouraging and supporting research, evaluation of services, and information sharing between health professionals within South Australia</p> <p>2.4 May have high level managerial responsibilities for:</p> <p>a. a large number of Professional / multi-disciplinary staff (including management of financial, human and other resources) and / or</p> <p>b. the Coordination and Direction of a Major Program of crucial importance to the State to satisfy SA Government objectives /BHFLHN's goals.</p> <p>2.5 As a Consultant Clinical Educator and / or Consultant Researcher:</p> <p>a. Lead, co-ordinate and / or manage research projects at the work unit, region, state and possibly National levels, relevant to the AHP evidence based practice and / or service improvement.</p> <p>b. Develop and provide state-wide AHP education programs and resources, and/or coordinate clinical placements for your profession</p>	<p>→ Leading development and implementation of workload measurement, management, service eligibility and prioritisation strategies.</p> <p>→ Leading development of State-wide resources with a particular emphasis on applicability for country clinicians and the country service context</p> <ul style="list-style-type: none"> Actively foster L&D collaboration within RLHN and SA Health Manage and contribute to other crucial RLHN and SA Health projects, and act as a project management mentor and strategic planning facilitator as required. Play a leadership role in the further development of close relationships between RLHN and SA Universities, to align RLHN and agency strategic directions, particularly in relation to clinical education and placements. Coordinate, promote and participate in research projects relevant to RSS, RLHN and SA Health workforce development and service improvement , including in partnership with the Universities and international Centre for Allied Health Evidence (iCAHE). Ensure that research undertaken by clinicians in the field is supported both organisationally and professionally. Develop and pursue own Professional supervision / mentorship arrangements, consistent with the RLHN Allied Health Clinical Support Framework.
3 Client / Customer Service	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of services across regional LHNs</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the BHFLHN level to meet these needs.</p> <p>3.3 Advocate for and contribute to improvements in the patient-journey driven distribution of services across RLHN</p>	<ul style="list-style-type: none"> Ensure key stakeholders are consulted in the development of RLHN AHP workforce and service planning initiatives, tools, processes, policies & systems. Work closely with the SA Health Allied & Scientific Health Office, to ensure alignment of activities with the priorities of that Office. Develop and maintain strong professional networks with key stakeholders to ensure sharing of information, effective use of resources, and collaborative planning.
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Proactively question existing practices and use of BHFLHN resources, and support clinicians and managers to pursue better alternatives if required</p> <p>4.3 Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making</p>	<ul style="list-style-type: none"> Exercise financial and human resource delegations in accordance with RLHN and SA Health policies. Responsible for the effective management of CAHCEP+ budget and human resources, and ensuring all evaluation and reporting requirements are met. Develop, implement and monitor use of RLHN wide tools

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	<p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to initiate and manage programs and / or projects which may include management of a multi-professional project team.</p>	<p>to support AHP workforce and services.</p> <ul style="list-style-type: none"> ▪ Provide advice to Managers and AHPs in the development / review of role descriptions consistent with the award, SA Health, RLHN and professional / registration standards ▪ Develop high level reports, submissions and briefing papers for RSS and RLHN Executive, SA Health Executive or the Minister as required. ▪ Provide leadership in the development of strategic directions for RLHN Allied Health; <ul style="list-style-type: none"> o actively participate in the development and implementation of strategies and business plans that operationalise relevant objectives of the State Government, the Department of Health and Ageing, and RLHN strategic plan. o Monitor, interpret and prepare responses to relevant regional, state and national plans, policies, reviews and initiatives as required. o Lead and/or contribute significantly to the development of RLHN and SA Health plans, policies, frameworks and projects of relevance to AHP workforce and services. ▪ Lead and/or contribute significantly to the preparation and submission of business cases seeking significant funding in relation to major reforms and initiatives.
5 Teamwork and Communication	<p>5.1 Participate in strategic management and service development decisions which will involve participation in committees and / or working parties which have an influence on the strategic direction of RLHN / SA Health</p> <p>5.2 Foster strong clinical networks across RLHN</p> <p>5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within BHFLHN and with external agencies.</p> <p>5.5 Represent RLHN, on relevant committees and / or working parties as negotiated, including at SA Health level, and act as the central point of contact for strategic consultation and liaison with senior management regarding AHP matters in partnership with Executive Director, Community and Allied Health</p>	<ul style="list-style-type: none"> ▪ Facilitate workshops and other allied health or RLHN service planning initiatives as required ▪ Actively engage with state-wide and national health workforce and service planning initiatives and agencies ▪ Actively engage with current and future industrial processes to effectively negotiate and implement industrial awards and conditions, and provide appropriate strategic and operational advice ▪ Actively participate in the development of state-wide policy relevant to allied health reform in collaboration with the Allied and Scientific Health Office, SA Health, other Local Health Network allied health leaders, and relevant stakeholders such as Universities, professional associations and regulators. ▪ Facilitate active collaboration and teamwork between and within allied health professions in RLHN's by:

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			<ul style="list-style-type: none"> o Shaping the strategic agenda of the RSS Allied and Scientific Health Professionals Leadership Advisory Group (ASHPLAG) o Establishing systems for sharing information across the network, including through administration of Allied Health section of the wiki. o Providing advice, mentorship and support to the Advanced Clinical Leads of Allied Health professions. o Actively participating in and leading collaborative planning processes o advocating for and supporting profession representatives on various committees and working groups
6 Continuous Improvement	<p>6.1 Contribute to the ongoing evaluation and continuous improvement of RSS and RLHN services</p> <p>6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions</p> <p>6.3 Contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to RLHN services</p> <p>6.4 Adherence to the SA Public Sector Code of Ethics</p>		<ul style="list-style-type: none"> ▪ Monitor and provide strategic advice on allied health service and workforce issues across RLHNs ▪ Lead the improvement of allied health workforce and services across RLHN, in collaboration with the ED's Community & Allied Health, Workforce Services, ASHO and SA Health ▪ Advocate for, participate in, and shape patient and client-centred and quality improvement systems and activities within RLHN ▪ Play a leadership role in RLHN implementation of national health reforms, including national health care quality standards, activity based funding, and consumer directed care. ▪ Ensure systems are in place to identify and implement evidence-based practice and service redesign. ▪ Ensure effective deployment of allied health education and clinical resources to address future changes in service delivery
Approved by Authorised Officer / /	Accepted by Incumbent / /

APPLICANT GUIDELINES

**Barossa Hills
Fleurieu
Local Health
Network**



Government of South Australia
SA Health

Job Title	Principal Consultant Allied Health	Classification	AHP5
LHN	Barossa Hills Fleurieu Local Health Network	Term	Ongoing
Area	Rural Support Service	FTE	1.0

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may choose to include.
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria (<i>suggestions of information to include in your application</i>)
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Extensive professional experience, across a broad range of clinical practice areas: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous experience in professional practice in rural / remote contexts ▪ Experience in providing advice, clinical supervision and clinical education ▪ Previous leadership experience in service development, research & evaluation ▪ Project management skills and experience ▪ Examples of how you have applied primary health care principles to the development and reorientation of services c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> ▪ Creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (eg: additional post-graduate qualifications). b) Detail your leadership and management style and experience
3. Client / Customer Service	a) Detailed knowledge of and commitment to SA Health / RLHN values, strategic directions & priorities. b) Extensive experience & skills in community engagement, client/family-centred practice and cultural competency – and examples of how you have supported others to develop and apply these skills.
4. Administration & Documentation	a) Highlight relevant skills, experience and training – including those related to data management, competent use of technology, post-graduate/professional development qualifications.
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and/or research of relevance to your profession and professional leadership.