

# ...do something more meaningful



## **SA Health Job Pack**

Job Title	Director, Epidemiology	
Eligibility	Open to Everyone	
Job Number	740954	
Applications Closing Date	Friday, 6 November 2020	
Region / Division	Wellbeing SA	
Health Service	Epidemiology Branch	
Location	Adelaide	
Classification	SAES-Level1	
Job Status	Full Time / Term Contract (up to 3 years)	
Salary	To be Negotiated	

# **Contact Details**

Full name	Katina D'Onise	
Position Title	Executive Director, Wellbeing SA	
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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 Communities and Social Inclusion (DCSI) 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's Check (WWCC) - DHS	No
Vulnerable Person-Related Employment Screening - NPC	No
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	Yes

Further information is available on the SA Health careers website at

https://www.sahealthcareers.com.au/information/, or by referring to the nominated contact person above.

#### **Immunisation Risk Category**

Category C (minimal patient contact)

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 C (minimal patient contact).

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



#### **ROLE DESCRIPTION**

Role Title:	Director, Epidemiology	
Classification Code:	SAES -1	
Agency:	Wellbeing SA	
Directorate:	Prevention and Population Health	
Team/Branch:	Epidemiology Branch	
Role reports to:	Executive Director, Prevention & Population Health	
Role Created/ Reviewed Date:	July 2020	
Criminal History Clearance Requirements:	☐ Aged (NPC) ☐ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☐ General Probity (NPC)	
Immunisation Risk Category Requirements:	<ul> <li>☐ Category A (direct contact with blood or body substances)</li> <li>☐ Category B (indirect contact with blood or body substances)</li> <li>☐ Category C (minimal patient contact)</li> </ul>	

#### **ROLE CONTEXT**

#### Primary Objective(s) of role:

Reporting to the Executive Director, Prevention and Population Health, the Director, Epidemiology is responsible for leading and implementing a statewide, strategic approach to epidemiology in line with the Wellbeing SA Strategic Plan 2020-2025 and in compliance with a range of relevant legislation including the *Health Care Act 2008*, to contribute to the improvement in the health and wellbeing of South Australians.

This leadership role will coordinate and manage multiple data registries for South Australia, including but not limited to the SA Cancer Registries, Perinatal registries, Injury Surveillance Registry, Suicide Registry and Silicosis Registry, and be responsible for providing robust data governance and ensuring compliance with legislative requirements, Australian standards and ethical guidelines.

The Director, Epidemiology has leadership and responsibility for multiple programs that are key deliverables in the Wellbeing SA Strategic Plan 2020-2025 and support the achievement key actions within the Priority focus areas of the Plan including the South Australian Population Health Surveys, Injury Surveillance & Prevention; and Information Systems Coordination.

As a member of the Wellbeing SA leadership team, the Director, Epidemiology will contribute to the promotion and provision of effective leadership, vision and strategic initiatives of the Epidemiology Branch, PPH Directorate and Wellbeing SA.

#### **Direct Reports:**

- > Manager, Population Health Survey ASO7
- > Manager, Injury Surveillance and Prevention ASO7
- > Coordinator, Information Systems ASO6
- > Manager, Pregnancy Outcome Unit ASO5
- > Manager, South Australian Cancer Registry ASO5

#### **Key Relationships/Interactions:**

The Director, Epidemiology is accountable to the Executive Director, Prevention and Population Health, Wellbeing SA.

#### Internal

- > Manages the staff within the Epidemiology Branch
- > Works collaboratively with staff within the Prevention and Population Health Directorate and across Wellbeing SA.

#### External

- > Department for Health and Wellbeing
- > Other government agencies, private sector, local government, non-government organisations, Public Health Partner Authorities, community and stakeholder groups and the media.
- > Higher education sector including relevant research centres.

#### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Developing and sustaining inter-sectoral partnerships across all levels of government
- > Driving strategic cross cutting agendas for public health action involving multiple stakeholders
- > Ensuring priority driven, focussed public health action in a dynamic and changing environment
- > Managing competing priorities within defined budget parameters and in a changing environment as Wellbeing SA is established as a new agency.
- > Ensure a culture of continuous improvement through the implementation of change management strategies and other quality improvement initiatives.

Del	gations:	
>	evel 3	

# **Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Leadership and Strategy	<ul> <li>Set strategic directions for epidemiological information development in South Australia.</li> <li>Provide high level leadership, strategic advice and policy development on all matters relating to epidemiology to ensure a coordinated and consistent approach across South Australia.</li> <li>Lead the development of sound health policies for South Australia and to contribute to national and international health policy.</li> <li>Lead the development of best practice information management and presentation standards.</li> <li>Contribute epidemiology information to intrastate, interstate and international committees and task forces.</li> <li>Develop and manage health information systems addressing public health and clinical settings, analysing health status patterns, trends and outcomes.</li> <li>Lead, support and facilitate epidemiological research in South Australia.</li> </ul>
	Identify and investigate public health issues and evaluate public health interventions and clinical outcomes.
Effective management of Statutory Registry Functions including Perinatal registries	<ul> <li>Lead and coordinate the maintenance of Perinatal systems to the relevant Australian Standards.</li> <li>Ensure the provision of robust data governance structures, monitoring and review for data systems and registries.</li> <li>Develop and implement systems to ensure best practice quality assurance of data, using technology, data linkage and business processes.</li> <li>Ensure a cycle of continuous improvement.</li> <li>Establish and maintain an effective working relationship with the South Australian Births, Deaths and Marriages.</li> <li>Work closely with Local Health Networks to collect the necessary health records to contribute to the relevant data sets.</li> </ul>
Effective management of the SA Cancer Registries	<ul> <li>Lead the monitoring of cancer incidence and mortality to identify population groups most at risk.</li> <li>Publish the Cancer in South Australia report which provides annual analyses on cancer incidence, mortality by cancer type in addition to trends and projections for cancer in South Australia.</li> <li>Maintain the South Australian Cancer Registry using mandated collection of cancer incidence and death notifications, and provide data to the Australian Institute of Health and Welfare and International Cancer Registry Associations for a wide variety of other reporting purposes.</li> <li>Maintain the South Australian Clinical Cancer Registry through linkage with the SA Cancer Registry and existing data sources, and manual coding functions to provide a comprehensive clinical cancer data source for clinicians, research and public health.</li> <li>Ensure the provision of reporting required by Legislation to SA Parliament is provided within required timeframes.</li> </ul>
Assessment of the viability of requested registries	<ul> <li>Work closely with and foster effective relationships with other agencies and organisations to obtain information required to make an assessment of the systems, processes and technology platforms in relation to the viability of requested data registries.</li> <li>Coordinate and manage the approval and associated processes required where there are multiple agencies and portfolios involved in the registry.</li> <li>Lead the development of new data registries, meeting the necessary legislative requirements and standards.</li> </ul>

#### Preparation of data analysis Identify the need for public health analyses to support public health and reporting planning, strategy and programs and to respond to identified public health risk. Transform data into evidence using appropriate epidemiological techniques, and supporting various users to act on the evidence. Use a range of data presentation means including preparing dashboards, reports, surveys and other methods. Ensure registry reports meet Legislative reporting requirements and timeframes for tabling in Parliament. Effective management of the Lead the monitoring of pregnancy characteristics and outcomes to Pregnancy Outcome Registry identify population groups most at risk to determine preventative interventions. Publish the Pregnancy Outcome in South Australia report which provides annual analyses on pregnancies, obstetric care and the health of newborn babies. Additionally, this report also contains information on abortion rates, home births, numbers of babies born by caesarean section in private and public hospitals and the percentage of women who smoke during pregnancy. Publish the Maternal and Perinatal Mortality in South Australia report which summarises and tabulates the annual findings of the reviews by the Maternal and Perinatal Mortality Committee. Maintain the Perinatal Statistics Collection using midwife notification of South Australian births and provide data to the Australian Institute of Health and Welfare for a wide variety of other reporting purposes. Maintain maternal and perinatal deaths information for review by the Maternal and Perinatal Mortality Committee. Maintain birth defects data which is complemented by data collected for children up to five year of age by the South Australian Birth Defects Register at the Women's and Children's Hospital. Maintain data on the terminations of pregnancy from medical practitioner notifications for the Committee appointed to examine and report on abortions notified in South Australia for its annual report to the Minister for Health and Wellbeing. Ensure the provision of reporting required by Legislation to SA Parliament is provided within required timeframes. Effective management of the Manage the South Australian Population Health Survey (SAPHS) and SA Population Health Survey the Population Health Survey Model System (PHSMS) for SA. Coordinate and oversee the outsourcing to an external provider for the purpose of data collection for the SAPHS and PHSMS, ensuring compliance with the necessary legislation and standards. Manage the collection of the South Australian Consumer Experience Surveillance System (SACESS) on behalf of the Safety and Quality Unit in the Department for Health and Wellbeing. Coordinate and oversee the outsourcing to an external provider for the purpose of data collection for the SACESS, ensuring compliance with the necessary legislation and standards. Compile and analyse survey responses and provide to the Safety and Quality Unit on a monthly basis for distribution across SA Health, including to Local Health Networks Manage feedback received from respondents to surveys. Effective management of Establish an Injury Surveillance System for South Australia that injury surveillance and provides a mechanism for identifying injury hazards, detecting trends, prevention developing control measures and assessing impact to reduce injury. Provide high level advice, investigation and analysis of the occurrence of physical trauma in South Australia. Ensure the provision of innovative and efficient approaches to injury prevention in South Australia and (less so) nationally by assessing and evaluating successful programs, maintaining effective links with key agencies in South Australia and nationally, and by undertaking continuous improvement activities. Evaluate options and propose strategies for furthering safety in the community in South Australia and Nationally. Provide advice on issues relating to regulatory policy, safety standards,

	product design, transport policy, work and domestic settings, recreation planning, school and care facilities and the special requirements of children, people with disabilities, older people and others at a particular high risk of injury.
Information systems coordination	<ul> <li>Support the ongoing maintenance and development of existing databases and data systems to ensure maximal efficiency of business process while maintaining data quality and completeness.</li> <li>Identify the need for new software or technology driven approaches that meets the evolving needs of the Epidemiology Branch.</li> <li>Lead the provision of database administration and application support to support all users.</li> <li>Manage information systems policies and documentation including backup strategies, user training materials, network maps, and security policies.</li> <li>Oversee the development of technology solutions to new problems including database development,</li> </ul>
Resource Management	<ul> <li>Ensure a coordinated and cost-effective approach to epidemiology in line with Wellbeing SA priorities and government policies.</li> <li>Deliver the effective management of human, financial and physical assets within the Epidemiology Branch through planning and allocation of resources to achieve agreed business and strategic plans.</li> <li>Lead, develop and foster a positive work culture which is based on Wellbeing SA's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>Develop, manage and review the operations of the Epidemiology Branch through strategic planning processes.</li> <li>Lead, motivate and empower staff to achieve positive outcomes for Wellbeing SA.</li> <li>Manage the financial resources of the Branch within budgetary requirements for the achievement of expected outcomes.</li> <li>Report against the Wellbeing SA Strategic Plan 2020-2025, Prevention &amp; Population Health Directorate Plan &amp; the Epidemiology Branch plan.</li> <li>Identify and manage risks in line with Wellbeing SA risk management</li> </ul>
Advice, Consultation and Relationship Management	<ul> <li>Lead the provision of high level, timely and accurate epidemiological advice and information to a range of parties including but not limited to the Minister for Health and Wellbeing through the Chief Executive, Wellbeing SA and the Chief Medical Officer and Chief Public Health Officer, Department for Health and Wellbeing; the Chief Executive, Wellbeing SA (and across Wellbeing SA); and key stakeholders on epidemiology locally, nationally and internationally.</li> <li>Ensure effective consultation, participation mechanisms and partnerships are developed and maintained with relevant agencies and groups.</li> <li>Work with other government agencies, non-government agencies and the community to provide timely and appropriate information about public health issues and to educate about the use of epidemiological information.</li> <li>Represent SA in state and national forums as required.</li> <li>Maintain contact with national and international networks of experts in relevant fields in relation to epidemiology.</li> </ul>

# Knowledge, Skills and Experience

#### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

> An appropriate tertiary qualification in epidemiology, public health or a related discipline.

#### Personal Abilities/Aptitudes/Skills

- > Demonstrated strong leadership and management skills and an ability to motivate and inspire others to work together to achieve objectives in a climate of significant change.
- > Demonstrated ability to be forward thinking, innovative, to lead change and influence others to respond positively to change.
- > Demonstrated ability to think and plan strategically and to analyse and conceptualise problems and formulate and execute appropriate evidence-based solutions in an innovative and resourceful manner.
- > Ability to represent South Australia's epidemiology strategy and promote SA's initiatives at a high level through oration, media and written publications.
- An ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

#### **Experience**

- > Demonstrable experience of identifying key aspects of public health and health services and applying epidemiological methods to facilitate public health policy and program responses, in the evaluation of health status and health service outcomes and in the process of research and publication.
- Experience in building data collection systems, including design and implementation of ongoing collection systems, and additionally systems to support accurate and complete collections in addition to reporting systems. Experience in providing leadership in a multi-disciplinary organisation in a climate of continuing change, increasing the effectiveness and accountability of the organisation and/or programs.
- Experience in the effective management of financial and human resources and capital assets to achieve outcomes.
- Demonstrable experience of advanced verbal communication skills to enable effective communication at a range of levels, including the media, and demonstrated ability to write complex management and technical reports, articles and key briefings for the Minister and senior management.

#### Knowledge

> High level knowledge of population health issues and epidemiology methods.

#### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

> Degree level qualification in epidemiology, health sciences or health services, or a closely related field, plus tertiary qualifications in epidemiology or similar related discipline at a post-graduate level.

#### Personal Abilities/Aptitudes/Skills

> Recognised expertise and credibility in epidemiology.

#### **Experience**

> Recent experience in managing high level projects with a significant public profile and risk.

#### **Special Conditions:**

- > It is mandatory that no person, whether or not already working in Wellbeing SA, may be appointed to a position in Wellbeing SA unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the Accountability Principles 2014 issued pursuant to the Aged Care Act 1997 (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

#### **General Requirements:**

All Wellbeing SA staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 for Health Care Workers in South Australia Policy Directive.*
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Children and Young People (Safety) Act 2017 (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > Information Privacy Principles Instruction.
- > 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.
- Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all Wellbeing SA practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

#### **Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and 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 the Public Sector values and strategic directions of Wellbeing SA.

#### **Handling of Official Information:**

By virtue of their duties, Wellbeing SA employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Wellbeing SA 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.

Wellbeing SA employees will not misuse information gained in their official capacity.

Wellbeing SA 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:

Wellbeing SA 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 regarding acceptable workplace behaviour.

#### Resilience:

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

# **Organisational Context**

#### **Organisational Overview:**

Established as an attached office to the Department for Health and Wellbeing, Wellbeing SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease. Using a population health approach, Wellbeing SA will lead community-wide action on the determinants and risk factors of good health and wellbeing and models for care in the community.

#### Wellbeing SA will:

- Lead provide system leadership in prevention, the collection and use of data and evidence to inform practice and out of hospital strategies and services.
- Commission fund approaches and services for prevention, health promotion and hospital avoidance.
- Partner work collaboratively with community and stakeholders to impact health and wellbeing and coordination of care.
- Deliver support the implementation of evidence-based approaches for health promotion and integrated community-based health care.
- Prioritise focus on priority settings and priority population groups who experience poorer health outcomes and are at higher risk of preventable hospital admissions.

#### Our Legal Entities:

Wellbeing SA has been proclaimed as an attached office to the Department for Health and Wellbeing, under the *Public Sector Act 2009*. The Chief Executive Wellbeing SA is responsible to the Minister for Health and Wellbeing.

Wellbeing SA works with other legal entities of SA Health including (but not limited to) local health networks and SA Ambulance Service Inc.

## Wellbeing SA Challenges:

South Australians generally experience good health and wellbeing with one of the safest and most advanced health systems in the world. However, like the rest of Australia and many other countries, South Australia is faced with significant challenges with an increasing and changing burden of disease and increasing health system demand, which has resulted in high utilisation of hospital services and rising health care costs.

Wellbeing SA has been established to deliver a renewed focus and action on prevention in South Australia and a broad understanding of wellbeing. The Wellbeing SA Strategic Plan 2020-2025 outlines the long term vision to create a balanced health and wellbeing system that supports improved physical, mental and social wellbeing for all South Australians. The agency goal for the first five years is to lead the system change required to support health and wellbeing and embed prevention across the life course.

#### **Directorates:**

The **Prevention and Population Health** Directorate works to build better health outcomes and avoid or defer the onset of preventable disease and disabilities using population data and best-practice to develop evidence-based prevention and health promotion strategies.

The **Integrated Care Systems** Directorate works across the health system to build innovative, evidence informed and integrated care and partnerships to deliver improved health outcomes for South Australians.

The **Mental Health and Wellbeing** Directorate works to strengthen and support the mental health and wellbeing of South Australians. It also supports the three Mental Health Commissioners in their work to implement the South Australian Mental Health Strategic Plan 2017-2022.

#### **Values**

#### **South Australian Public Sector Values**

The public sector values have been developed to make it easier for us to work together by forming a culture and a vision that we all share.

- > 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 and engagement we create solutions together
- > Honesty and Integrity we act truthfully, consistently and, fairly
- > Courage and tenacity we never give up
- > Sustainability we work to get the best results for current and future generations of South Australians

#### **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:

- > 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.

# Approvals Role Description Approval

I acknowledge that the role I currently	y occupy has the deleg	gated authority to auth	orise this document.

Name:	Role Title:
Signature:	Date:

# Role Acceptance

#### **Incumbent Acceptance**

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:	Signature:	Date:

#### Version control and change history

Version	Date from	Date to	Amendment
V1			