SA Health Job Pack

Job Title	Commission on Excellence and Innovation in Health (CEIH)
Eligibility	Open to Everyone
Job Number	697686
Applications Closing Date	Wednesday, 26 June 2019
Region / Division	Commission on Excellence and Innovation in Health (CEIH)
Health Service	Clinical Informatics
Location	Adelaide
Classification	SAES-Level 1
Job Status	Full Time / Term Contract (up to 3 years)

Contact Details

Full name	Paddy Phillips
Phone number	8226 2578
Email address	paddy.phillips@sa.gov.au

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:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ 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 below.

Immunisation

Risk 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:	Executive Director, Clinical Informatics
Classification Code:	SAES1
LHN/ HN/ SAAS/ DHW:	DHW
Hospital/ Service/ Cluster:	
Division:	Commission on Excellence and Innovation in Health (CEIH)
Department/Section / Unit/ Ward:	Clinical Informatics
Role reports to:	Commissioner, CEIH
Role Created/ Reviewed Date:	27 May 2019
Criminal History Clearance Requirements:	☐ Aged (NPC) ☐ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category Requirements:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Executive Director will lead the building of clinical informatics and health translation capabilities within the health system. The ED will provide the leadership, direction, management and governance necessary to ensure successful delivery of the CEIH's strategic goals relating to clinical informatics and translation science. The ED will work with the CEIH's partners to:
> improve data infrastructure (open source and single source)
> improve availability and useability of clinical data
> support clinicians' use of data
> provide training to clinicians in clinical informatics
> monitor international research for new best practice
> develop health system capability in Translation and Implementation Science
> translate research into practice

Direct Reports:

> The ED, Clinical Informatics is responsible for the oversight and management of the staff within the Clinical Informatics branch.

Key Relationships/ Interactions:

Internal
The ED, Clinical Informatics will report to the Commissioner, CEIH and maintain close and effective working relationships with staff employed within the Commission, as well as clinicians and other stakeholders who may form part of advisory/governance committees for the Commission and Statewide Clinical Network Executive Groups.
External
> Clinicians, staff and leadership across SA Health

> Clinicians and staff of non-government/private healthcare agencies
> Clinical and health informatics organisations
> Health Translation SA and other health translation organisations
> Other health oriented agencies including education and research institutions at the State and Commonwealth level.

Challenges associated with Role:
Major challenges currently associated with the role include: > Complex systems issues and varying priorities to be considered > Broad range of stakeholders with varying interests

Delegations:
> To be advised once the Commission on Excellence and Innovation in Health is fully established.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Development of the Clinical Informatics branch in the CEIH	> Work with the Commissioner, CEIH staff and key partners to establish the Clinical Informatics branch > Oversight the establishment of the Clinical Informatics branch including facilities, staffing structure, equipment etc. > Ensure timely advice to the Commissioner regarding the establishment of the branch.
Improved clinical informatics and health translation	> Lead the development and implementation of a roadmap to improve clinical informatics in South Australia > Lead the development and implementation of a roadmap to improve health translation in South Australia.
Leading the core functions of the Clinical Informatics branch	> Lead the data analysis to generate insights into appropriateness of care and areas for clinical service improvement as well as review services to ensure sustained improvement. > Lead the improvement of clinical informatics to ensure clinicians and stakeholders have access to robust, linked, timely datasets to inform their practice. > Lead initiatives to build system and clinician capability regarding use of data, evidence and service planning to innovate and improve clinical quality and safety systems and health services. > Monitor international research for new best practice > Develop health system capability in Translation and Implementation Science > Work with partners to translate research into practice e.g. Health Translation SA
Strategy and Operational Advice /Stakeholder engagement	> Provide strategic and operational advice about building clinical informatics and health translation capability within the South Australian health system > Develop and sustain strong, proactive and effective stakeholder consultative relationships and networks with professional colleges and academic bodies, governments and consumers and with key participants within the State, national and international health and informatics industries

	> Ensure that service provision and the activities of the Clinical Informatics branch are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.
Corporate compliance	Lead and promote compliance in the following corporate areas of responsibility: > Ensure compliance with all SA Health workplace policies and procedures. > Ensure compliance with and promote the Code of Ethics for the SA public sector > Ensure official records compliance according to relevant legislation, policies and procedures. > Promote the identification and reporting all health and safety risks, accidents, incidents, injuries property damage and near misses in the workplace. > Promote awareness and compliance with Equal Employment Opportunity principles. > Participate in, conducts and promotes personal development reviews. > Ensure cultural sensitivity is maintained by attending and contributing to learning in diversity of Cultural awareness and cross cultural training, with a frequency determined as appropriate by the organisation.
Effective financial, physical, and human resource management	Deploy resources in a manner that complies with Government and SA Health policy and legislative requirements by: > Leading, developing and fostering a positive work culture which is based on the Commission's values (to be agreed) > Promoting customer service, learning and development, safety and welfare of employees, and encouraging creativity and innovation. > Providing a sound performance management framework for staff including development of their potential. > Appropriate planning and allocation of resources to achieve agreed business and strategic plans > Effective budget preparation, monitoring and reporting and adherence to resource allocations.

SAES Core Competencies

The South Australian Executive Service (SAES) competency framework forms the DNA of leadership within the public sector. The framework provides the mechanism by which the SAES links the attraction, recruitment, development, performance assessment and retention of executives to a consistent and robust set of competencies that articulate the specific behaviours required to achieve optimum performance levels. The use of the competency framework enables executives to measure performance and manage succession, building executive strength and talent in public sector positions. The core competencies of the SAES framework require executives to be able to:

1. Shape Strategic Thinking and Change

2. Achieve Results

3. Drive Business Excellence

4. Forge Relationships and Engages Others

5. Exemplify Personal Drive and Professionalism.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

> N/A

Personal Abilities/Aptitudes/Skills:

> Demonstrated strong leadership skills and an ability to motivate and inspire others to work together as a team to achieve objectives.

> Demonstrated ability to think and act strategically and to lead change and influence others in responding to change.

> Demonstrated ability to evaluate group and individual performance against agreed objectives.

> Demonstrated ability to effectively liaise, collaborate and communicate (both verbally and in writing) with a wide range of audiences including the general community, and relevant organisations at a state and national level.

> Ability to be innovative and enterprising in relation to influencing and earning the trust and respect of relevant parties who possess a diverse range of values.

> An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience

> Demonstrated executive experience in the provision of strategic planning, services and advice as it relates to implementing complex change.

> Experience in providing leadership to a multi-disciplinary organisation in a climate of continuing change, including the effective management of risk, human, financial and material resources.

> Experience in the preparation, implementation and evaluation of strategic plans, policies, strategies and innovative program development dealing with sensitive, complex issues.

Knowledge

> Comprehensive understanding of clinical informatics and health translation, clinical practice and complex healthcare delivery systems, including health policy trends within the Australian and South Australian health systems.

> Understanding and knowledge of change management.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

> Relevant tertiary qualifications in a clinical informatics related discipline or field or clinical qualifications or equivalent in a health related discipline or field.

Experience:

> Experience working as a leader and/or clinician in an environment which has undergone major transformational change would be an asset

Knowledge:

> Understanding of emerging directions within the health industry in South Australia, nationally and internationally.

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 Criminal and Relevant History Screening.

> *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.

> Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for *'Prescribed Positions'* under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).

> Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

> 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.

General Requirements:

Managers and 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's Protection Act 1993 (Cth) – '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.*
> *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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

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 SA Health values and strategic directions.

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.

Resilience:

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

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

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.

The Commission on Excellence and Innovation in Health:

The Commission on Excellence and Innovation in Health will provide leadership and advice on clinical best practice with a focus on maximising health outcomes for patients, improving care and safety, monitoring performance, championing evidence-based practice and clinical innovation, and supporting clinical collaboration.

The Commission will bring together expertise from clinicians, consumers, health partners and other relevant stakeholders to maximise health outcomes for patients

Values

SA Health 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 health service:

> We are committed to the values of integrity, respect and accountability.
> We value care, excellence, innovation, creativity, 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

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 occupy has the delegated authority to authorise 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:**