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SA Health Job Pack

Job Title	Legal Officer
Job Number	677872
Applications Closing Date	25 January 2019
Region / Division	Department for Health and Wellbeing
Health Service	Legal and Legislative Policy
Location	Adelaide CBD
Classification	LE3
Job Status	Part Time / Term Contract (up to 20 February 2020)
Salary	\$87,676-\$94,791 (pro rata)

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.

Contact Details

Full name	Colin Brown
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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:	Legal Officer
Classification Code:	LE-3
LHN/ HN/ SAAS/ DHA:	DHA
Division:	Finance and Corporate Services
Department/Section / Unit/ Ward:	Policy and Governance - Legal and Legislative Policy
Role reports to:	Senior Legal Officer (LE4), Legal and Legislative Policy (LLP)
Role Created/ Reviewed Date:	1 August 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

Responsible for assisting and supporting the efficient and effective delivery of legal and governance services to SA Health and the provision of high quality and responsive legal policy advice and actions to assist the Ministers, Chief Executive (CE) and Senior Executive.

Key Relationships/ Interactions:

Internal

- > Accountable to the Senior Legal Officer (LE4).
- > Operates in a team environment, reporting to and receiving functional direction from the Senior Legal Officer for specific tasks.
- > Close working relationships with SA Health employees.
- > Close working relationships with the Ministers, CE, Executive Directors and other members of the portfolio's Senior Executive and officers, including in the provision of high quality advice.
- > Assists in managing the provision of legal and governance services within SA Health.

External

- > Liaises with the Crown Solicitor's Office and other stakeholders as necessary, to assist in ensuring the effective and efficient use of legal resources.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > High volume of requests for legal and governance advice, with short and competing timeframes.
- > Providing legal and governance services to the Ministers, CE and Executive of SA Health.
- > Continually changing legislative frameworks, policy and organisational structures.

Delegations:

> N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the day-to-day delivery of effective and efficient legal services across SA Health by:	<ul style="list-style-type: none">> Assisting the Director, Assistant Director and Senior Legal Officer of LLP to identify unresolved or emerging legal issues to which the CE and Ministers will need to respond and formulating recommendations to assist in their management/resolution.> Liaising with SA Health and office of the respective Ministers to ensure that the Ministers are advised of sensitive issues as they arise, and assisting in the preparation of briefings for the use of the Ministers, the CE and relevant staff.> Assisting in the provision of advice on proposed amendments to legislation administered by the relevant Minister.> Providing high quality and responsive legal policy advice and actions for the Ministers, CE and senior executives.> Assisting in the provision of timely information to the CE and senior executives of SA Health relating to legal issues and trends and recommending courses of action for consideration of the Director, Assistant Director and Senior Legal Officer of LLP.> Facilitating the provision of high quality legal advice to SA Health business units regarding specific legal issues they encounter.> Assisting SA Health business units comply with their legislative obligations.
Contribute to the delivery of appropriate governance and associated advisory services in SA Health by assisting in:	<ul style="list-style-type: none">> Providing high quality advisory services to advisory bodies across SA Health.> Monitoring the SA Health's legislative framework in the context of the Department's strategic plan and Government policy, identifying and recommending necessary strategic legislative change and drafting or amending governance-related documents such as constitutions.> Identifying, researching, developing and evaluating policies, procedures and processes to ensure compliance across the Department.> Preparing correspondence of a high standard including ministerial briefings, Cabinet submissions and parliamentary questions.> Ensuring the confidential and secure records management of original legal documents.
Contribute to team performance within LLP and the achievement of agreed objectives and optimal outcomes by:	<ul style="list-style-type: none">> Encouraging and supporting colleagues in working together to meet deadlines.> Promoting a team approach to work and problem solving.> Initiating, planning and prioritising personal work programs and achieving required outcomes.> Initiating and supporting regular review of work practices and procedures to foster team relations and enhance work performance.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > A Degree in Law (plus an admitted legal practitioner) together with a current practising certificate from the Law Society of South Australia.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to identify and analyse legal and governance problems in detail, apply sound research skills, formulate practical solutions and make appropriate recommendations.
- > Demonstrated ability to liaise with and provide legal advice and services to senior managers and executives from a variety of organisations in a government context.
- > Demonstrated ability to apply well-developed project management and organisational skills, and to plan and coordinate workloads to produce work of a high standard in a constantly changing environment.
- > Excellent written and verbal communication skills (including attention to detail, accuracy and quality).
- > Proven ability to work effectively under pressure with limited supervision and within agreed timeframes, while displaying reliability, accountability, initiative, sound judgement and strong interpersonal skills.
- > Proven ability to achieve high quality outcomes and develop constructive working relationships with a broad range of stakeholders.
- > Ability to effectively use work-related resources and information in accordance with Government and departmental policies, procedures and standards.

Experience:

- > Demonstrated experience in interpreting and applying legislation, policies and guidelines to situations.
- > Demonstrated experience in policy development and analysis in a legal environment.
- > Demonstrated experience in the development and review of material such as Cabinet submissions, legal opinions, briefing notes, policies, reports and corporate policy and procedures.

Knowledge:

- > Sound knowledge of the legislation and governance arrangements relating to a government department.
- > Sound knowledge of the structure and processes of government.
- > Knowledge of the public sector management aims and personnel management standards including Equal Opportunity and Work, Health and Safety.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Not applicable.

Personal Abilities/Aptitudes/Skills:

- > Not applicable.

Experience:

- > Not applicable.

Knowledge:

- > Not applicable.

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).
- > 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 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.*
- > *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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

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.

Health Network/ Division/ Department:

The Legal and Legislative Policy (LLP) unit sits within the Policy and Governance branch of SA Health's Finance and Corporate Services division. The Legal and Legislative Policy unit facilitates the provision of Legal, Governance, Insurance Services and Freedom of Information advice to the Minister for Health, the Minister for Ageing, the Minister for Mental Health and Substance Abuse, the Chief Executive of SA Health, the Executive Director, Policy and Governance, and all SA Health Staff.

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: