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## SA Health Job Pack

Job Title	Public Health Medical Consultant
Eligibility	Open to Everyone
Job Number	717661
Applications Closing Date	Wednesday, 7 October 2020
Region / Division	Department for Health and Wellbeing
Health Service	Health Regulation and Protection
Location	Adelaide
Classification	MD2
Job Status	Full Time / Ongoing Appointment
Salary	\$214,433-\$282,546

## Contact Details

Full name	Andrew Purdie
Position Title	Senior Administration Officer
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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	Yes
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

<b>Role Title:</b>	Public Health Medical Consultant
<b>Classification Code:</b>	MD2
<b>LHN/ HN/ SAAS/ DHW:</b>	Department for Health and Wellbeing
<b>Hospital/ Service/ Cluster:</b>	
<b>Division:</b>	Health Regulation and Protection
<b>Department/Section / Unit/ Ward:</b>	
<b>Role reports to:</b>	Chief Public Health Officer
<b>Role Created/ Reviewed Date:</b>	January 2020
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Public Health Medical Consultant is responsible to the Chief Public Health Officer for the provision of specialist public health medicine consultation services. This will include the provision of specialist advice on medically-related public health issues generally as well as a focus on the provision of expert public health medical advice in relation to health protection, disaster preparedness and resilience and blood, organ and tissue related matters.

This position will also be responsible for the coordination and management of the Public Health Medicine Training Program, and will take a leadership role on relevant projects, programs and policy development processes.

### Direct Reports:

- > Public Health Registrars

### Key Relationships/ Interactions:

#### Internal

- > Staff from Health Protection and Licensing Services, Disaster Preparedness and Resilience, Blood Organ and Tissue Programs and the Communicable Disease Control Branch within the Health Regulation and Protection Division.
- > Other divisions in the Department for Health and Wellbeing (DHW) in terms of planning and strategy development.
- > Local Health Networks including regional Local Health Networks and the SA Ambulance Service.
- > Attached offices to DHW; Wellbeing SA and the Commission on Excellence and Innovation in Health.

#### External

- > State Government agencies as required including the Environment Protection Authority and SAFECOM.
- > Emergency Services such as South Australia Police and South Australian Metropolitan Fire Service.
- > Australasian Faculty of Public Health Medicine.
- > Local Government Association and Local Councils.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Ensuring a sustainable Public Health Medicine Training Program.
- > Maintenance of strong relationships with staff from other divisions in the Department for Health and Wellbeing and the attached offices.
- > Managing competing priorities and demands within appropriate timeframes.

**Delegations:**

- > Level 4 Finance Delegation

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Management	<ul style="list-style-type: none"><li>&gt; Ensure the effective management of human, financial and physical assets for the Public Health Medical Registrars through appropriate planning and allocation of resources to achieve agreed business and strategic plans.</li><li>&gt; Lead, develop and foster a positive work culture which is based on SA Health's values and promotes learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li><li>&gt; Monitoring, reporting and adherence to resources allocations.</li></ul>
Contribute to public health medicine to protect public health and enhance wellbeing in South Australia through the Department for Health and Wellbeing	<ul style="list-style-type: none"><li>&gt; Provide a specialist public health medical consultancy service for relevant areas in the Health Regulation and Protection Division, the Department for Health and Wellbeing, Local Health Networks and health practitioners in relation to medical aspects of public health issues.</li><li>&gt; Critically analyse public health evidence to inform prevention and health protection strategies.</li><li>&gt; Liaise with national and international experts to ensure best practice in health and medical system responses to public health.</li><li>&gt; Participation in assessment and management of a range of environmental health issues, including, water, air, waste water and chemical exposures.</li><li>&gt; Lead and/or participate in projects across relevant areas in the Health Regulation and Protection Division.</li><li>&gt; Assist in the development and maintenance of policy, standards, guidelines or public health protocols used to administer public health legislation.</li><li>&gt; Assist in the development and maintenance of public health protocols and guidelines for medical and health professionals.</li><li>&gt; Assist in the development and review of public health legislation and other related/relevant legislation.</li><li>&gt; Provide advice to the Chief Public Health Officer, Chief Executive and Minister for Health and Wellbeing regarding population health issues.</li><li>&gt; Provide the general public and responsible officials with appropriate information to support their contribution to the prevention and control of disease.</li><li>&gt; Liaise and provide advice to the Media and Communications Branch, including media spokesperson.</li><li>&gt; Supervise and conduct research relevant to public health responsibilities to protect health and prevent disease.</li><li>&gt; Contribute to the development of policies directed at minimising the</li></ul>

	<p>frequency and impact of disease in South Australia, including collaboration with relevant public and private agencies</p> <ul style="list-style-type: none"> <li>&gt; Represent the Department for Health and Wellbeing on relevant national and international forums.</li> <li>&gt; Assist and provide advice in relation to disaster preparedness and management of public health aspects of emergencies and recovery operations.</li> <li>&gt; Participate on the SA Health State Commander roster.</li> <li>&gt; Provide surge capacity to the Communicable Disease Control Branch in the event that it is required.</li> </ul>
Contribute to improving the quality of public health practice amongst health practitioners in relation to public health medicine	<ul style="list-style-type: none"> <li>&gt; Coordinate and manage the Public Health Medicine Training Program.</li> <li>&gt; Supervise Public Health Medicine trainees in South Australia.</li> <li>&gt; Effectively liaise with the Royal Australian College of Physicians Specialist Training Program regarding reporting and funding activity.</li> <li>&gt; Support professional development across the Health Regulation and Protection division.</li> </ul>
Contribute to the effective maintenance of workplace relations within the Health Regulation and Protection Division	<ul style="list-style-type: none"> <li>&gt; Participate in relevant training and development activities.</li> <li>&gt; Participate in relevant decision making processes, especially with regard to the administration support services, policies and procedures.</li> <li>&gt; Participate in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes</li> </ul>
Contribute to the provision of innovative and efficient approaches to the Health Regulation and Protection service and development and delivery	<ul style="list-style-type: none"> <li>&gt; Undertake relevant continuous improvement activities.</li> <li>&gt; Maintain effective links and relationships with the Department for Health and Wellbeing, Local Health Networks, the attached offices and external organisations, as required.</li> <li>&gt; Evaluate service development and delivery.</li> </ul>
Legislative responsibility	<ul style="list-style-type: none"> <li>&gt; Support the Department for Health and Wellbeing meet the responsibilities of the <i>Emergency Management Act 2004</i>, <i>South Australian Public Health Act 2011</i>, <i>Health Care Act 2008</i>, regulations and relevant plans.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Eligible for general registration as a specialist in Public Health Medicine with the Australian Health Practitioner Regulation Agency (AHPRA) or experience and expertise in Public Health Medicine through alternative medical training (e.g. Australian Defence Force).

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

- > Demonstrated high level ability to communicate effectively with government and non-government officers, medical practitioners, public interest groups and the media in relation to public health and medical issues.
- > Demonstrated ability to interpret complex data and information relevant to public health medicine and present it in an understandable form for the general public, professionals and senior officers.
- > Demonstrated population level research skills and ability (including epidemiology, survey design, project evaluation and qualitative and quantitative methodology).
- > Demonstrated ability to show initiative, work effectively under minimal direction and meet deadlines and work with a team of staff with a variety of skills.
- > Ability to develop innovative approaches to solving complex population health problems.
- > Demonstrated ability to educate others in both formal and informal settings.
- > Ability to effectively manage competing interests and resolve conflict.
- > 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 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

**Experience:**

- > Experience in effective communication with government and non-government organisations, medical practitioners, public interest groups, and the media.
- > Experience in developing policy and/or legislation to improve population health.
- > Experience in working effectively with individuals and groups under conditions of stress or conflict.
- > Experience in public health research utilising quantitative and qualitative methodologies.
- > Experience in preparing research proposals, ethics submissions and publishing in peer-reviewed journals.

**Knowledge:**

- > Sound knowledge of public health legislation, government processes and policy review and development.
- > Extensive knowledge of public health medicine, the determinants of health and methods for investigating and analysing public health medical problems, including critical appraisal of evidence, exposure assessment and epidemiology.
- > Strong practical and theoretical background in, and understanding of, public health issues including their epidemiological and program development aspects.
- > Knowledge of the principles of human resource management, equal employment opportunity and Occupational Health, Safety & Welfare.

**DESIRABLE CHARACTERISTICS****Educational/Vocational Qualifications:**

- > Post-graduate qualifications in management.
- > Post-graduate qualifications in research, i.e. PHD.
- > Post-graduate qualifications in legal studies.

**Personal Abilities/Aptitudes/Skills:**

>

**Experience:**

- > Experience in a clinical setting.

**Knowledge:**

- > Knowledge of the broad range of emergency management issues.
- > Current knowledge of relevant legislation, the healthcare system, emergency services and demographic characteristics that apply to South Australia.
- > Knowledge of provision of blood products and blood transplantation services.

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the 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.
- > 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 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.
- > 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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 Health Regulation and Protection Division works to prevent and control communicable and non-communicable diseases in the community; aims to protect and enhance public health by minimising potential environmental health risk factors arising from air, water, soil and hazardous substances; implements a range of policies and strategies to promote, improve and protect the health of the whole population, targeting those who are most disadvantaged; develops and administers public health legislation; provides expert advice and education to a variety of stakeholders; develops state-wide policies and programs that support good clinical practice and optimal use of blood and blood products, organs and tissues; ensures financial obligations and responsibilities under the national blood agreements can be met and provides health input into state-wide multi-agency planning for prevention and preparedness, response and recovery functions for emergencies and disasters.

## 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:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019		Updated legal entities to include new regional LHN's.