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SA Health Job Pack

Job Title	Allied Health Team Leader
Eligibility	Open to Everyone
Job Number	862068
Applications Closing Date	3/5/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Community and Allied Health
Location	Strathalbyn
Classification	AHP3
Job Status	Temporary Part Time position working 33.75 hours per week up to 28 March 2025
Salary	\$102,641 to \$110,094 p.a. (Pro-rata)

Contact Details

Full name	Alison Holt
Phone number	0435 324 807
Email address	Alison.Holt@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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check (WWCC) - **DHS**
- ☒ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

POSITION DESCRIPTION

Job Title	Allied Health Team Leader Hills & Strathalbyn	Classification	AHP3	Position Number	
LHN	Barossa Hills Fleurieu Local Health Network	Term		Position Created	3/1/2023
Area	Community and Allied Health	FTE	0.9 FTE	Last Updated	March 2024
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Working Screening Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups					
Immunisation Risk Category: <input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)					

Broad Purpose of the Position

In the course of fulfilling the duties of Team Leader the AHP at this level, uses their knowledge and experience to provide co-ordination and strategic oversight of multidisciplinary client care delivered within the BHFLHN C&AH team (Adelaide Hills). The Team Leader is responsible for working collaboratively with the other Clinical Leads and Team Leaders for providing direction to the multidisciplinary staff they manage. The role supports the implementation of efficient contemporary models of service provision for a range of C&AH services. The Team Leader is responsible for ensuring compliance with BHFLHN Models of Care, business parameters, program reporting, program evaluation and outcomes for this regional program. This will include working collaboratively with metropolitan and regional hospitals and other referring providers to promote service integration, coordinated client care and develop and lead implementation of strategies to enable the health of clients and communities.

The Team Leader is responsible for ensuring systems and processes are in place for clinical governance and safe quality service provision. The role strategically oversees the monitoring and reporting on activity levels, resource allocation, program outputs, and review of strategies to ensure compliance with performance standards. The Team Leader works closely with the Regional C&AH staff to ensure effective management and sustainable development of programs and services

The Team Leader is required to oversee and report on the financial variances applicable to each program he/she manages. The role will be required to assist in the preparation of budgets and negotiating contractual obligations with funding bodies. As a member of the C&AH Leadership team, the Team Leader will contribute a program perspective to strategic and business planning for the BHFLHN and C&AH Directorate.

Employees in this role accept accountability for the multidisciplinary outcomes in the community health setting; for addressing inconsistencies between practice and policy; and for developing team performance and a positive work culture in the interest of patient/ client outcomes.

Qualifications

Must hold a recognised qualification within the relevant Allied Health profession and be eligible for (full) membership of the relevant Professional Association. For those professions requiring Registration all requirements to maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional associations' accredited continuing professional development program.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

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

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

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White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

Barossa Hills Fleurieu Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture. BHFLHN works to develop the cultural competence of this workforce

Delegations

Level 6 BHFLHN HR Delegation

Group E Level 6 BHFLHN Financial Delegation

Special Conditions

- > A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- > Flexibility and some out of hours work may be required.
- > It is mandatory that no person, whether currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department for Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 (and pursuant to the National Disability Insurance Scheme - Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory National Disability Insurance Scheme (NDIS) Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.
- > 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.

Key Relationships

- > Reports through the Allied Health Clinical lead to the EDC&AH
- > Expected to negotiate own formal clinical supervision arrangement, in accordance with the rLHN Allied Health Clinical Support Framework
- > Ensures clinical supervision is accessible to all staff working within the team.
- > Provides direct operational supervision to multidisciplinary staff within the team.
- > Works collaboratively with BHFLHN Program Managers, clinical leaders and other team Leaders to deliver integrated services.
- > Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- > May be required to temporarily fulfill a higher position, appropriate to the skills and capacity of the incumbent.
- > Maintains cooperative and productive working relationships, including with the relevant Professional Association(s)

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- > 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.
- > May be required to maintain a clinical case load or other clinical / professional support responsibilities, commensurate with other responsibilities, as negotiated with the Principal Allied Health Lead.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Apply specialist professional expertise (including as a Rural Generalist or within a specific discipline specialty) in the provision of complex clinical and/ or consultancy services across BHFLHN and / or within the relevant professional networks.</p> <p>1.2 Operate with professional independence, clinical competence, and highly developed reflective-practice skills, drawing on professional direction in the application of new or sophisticated techniques.</p> <p>1.3 Apply detailed knowledge of BHFLHN strategic directions, health unit operations, service delivery and workforce issues, and very high-level professional skills to achieve responsibilities of a complex and varied nature.</p> <p>1.4 Provide advice to management on professional service development, practice and redesign, in response to demand and client needs, services across BHFLHN and / or within the relevant professional</p>	<ul style="list-style-type: none"> • Coordinate and oversee health service delivery for the program area according to interactive KPI's. • Establish and maintain appropriate team priorities and practices to meet program requirements. • Work in partnership with and providing advice to the Principal Allied Health Lead, as well as other regional leadership staff on priorities and directions that link with BHFLHN strategic plan. • Work collaboratively with other LHN staff and service providers to support integration and continuity of care • Develop, review and monitor budget performance, program data and clinical activity levels. • Contribute to the identification, establishment and implementation of clinical protocols for the provision of allied and community health services across the region in accordance with Strategic Directions
2. Personal and Professional Development	<p>2.1 Work under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work, including providing advice to Management/ Executive on the effective allocation of resources in the delivery of services across BHFLHN.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ul style="list-style-type: none"> • Attend all mandatory training and actively pursue other development as required to maintain currency of clinical knowledge • Actively develop the professional skills and competencies in others, by contributing to or facilitating education and training activities and acting as a mentor and / or clinical supervisor to less experienced staff. • Utilise the support of mentors and peers, and fostering strong relationships with Universities, Professional Associations and other key stakeholders. • Actively participate in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating 	<ul style="list-style-type: none"> • Participate in continuing education and staff development relevant to the program • Support members of the team to identify and pursue appropriate professional development. • Model and promote an effective work environment and organisational culture consistent with stated values and priorities. • Utilise knowledge and mechanisms which support positive working relationships, conflict resolution, performance coaching, collaboration and partnership within and across teams. • Provide clinical leadership and support to multidisciplinary health professionals, including through the provision of clinical supervision and supporting others to access appropriate clinical supervision and support. • Contribute to clinical education of BHFLHN staff and

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	<p>this process for staff under your supervision.</p> <p>2.3 Facilitate the development of knowledge of effective practice by encouraging and supporting research, evaluation of services, and information sharing between professionals across BHFLHN, through relevant Networks and other forums.</p> <p>2.4 Responsible for:</p> <ul style="list-style-type: none"> • Leadership, guidance and / or line management of a multi-disciplinary or specialist team within the region, or across BHFLHN and/ or a professional network. • Attainment of Team or BHFLHN operational goals & objectives, and the facilitation and application of human resource management principles including performance management and development <p>2.5 May have Senior Clinical Educator and / or Senior Researcher responsibilities, including:</p> <ul style="list-style-type: none"> • The coordination of clinical placements for a profession across BHFLHN or multiple professions within BHFLHN; • contribution to clinical education within BHFLHN or in partnership with Universities • conducting research and / or quality evaluation within a LHN, whole of rLHN or within the professional network 	<p>professional students</p> <ul style="list-style-type: none"> • Ensure that staff are trained in relevant procedures and clinical protocols.
3. Client / Customer Service	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of BHFLHN services.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the BHFLHN level to meet these needs.</p> <p>3.3 As a clinical / professional leader, contribute to improvement the patient-journey driven distribution of services and ensuring client-centred practice and community engagement principles are embedded into the planning, delivery and evaluation of services.</p>	<ul style="list-style-type: none"> • Ensure a range of opportunities and mechanisms are made available for community engagement in the planning, development, delivery, and evaluation of services • Advocate and represent the needs of the community as appropriate • Consult and engage with consumers, carers and service providers to identify needs, and ensure needs of high risk/ minority groups are considered in the development of services
4. Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Proactively question existing practices and use of BHFLHN resources, and support clinicians to pursue appropriate alternatives where necessary</p> <p>4.3 Prepare comprehensive, high-level reports and / or presentations to assist management and executive decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to initiate and manage programs and / or projects</p>	<ul style="list-style-type: none"> • Contribute to workforce planning and service development, to ensure services are effective, efficient, evidence based and distributed according to need. • Work collaboratively with Team Leaders to ensure the staff mix and resources are allocated appropriately for the program. • Collect, review and analyse activity data to ensure resources are effectively utilised and managed • Ensure program compliance for the accurate and timely completion of documentation and statistics • Develop and implement program plans and accountability mechanisms that ensure the

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	which may include management of a multi-professional project team.	achievement of strategic and operational goals
5. Teamwork and Communication	<p>5.1 Contribute to BHFLHN-level strategic workforce planning and service development, to ensure services are effective, efficient, equitably distributed (according to need) and based on evidence.</p> <p>5.2 Promote intra-disciplinary collaboration between clinicians across BHFLHN and the development of inter-professional and across-sector partnerships to improve the quality, safety and integration of services.</p> <p>5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within BHFLHN and with external agencies.</p> <p>5.5 Provide clinical leadership in the application of BHFLHN strategic directions, values and priorities within the relevant discipline and/ or specialty area(s).</p>	<p>Promote cooperation, teamwork and involvement by:</p> <ul style="list-style-type: none"> • Participate in the development and negotiation of annual budget allocation • Monitoring an effective work environment and organisational culture consistent with stated values and philosophies. • Demonstrating respect, courtesy and care through leadership • Providing and encouraging honest and respectful critical feedback • Participation in staff communication • Utilisation of knowledge and mechanisms which support positive working relationships, conflict resolution, performance coaching, collaboration and partnership within and across teams
6. Continuous Improvement	<p>6.1 Play a leadership role in the ongoing evaluation and continuous improvement of BHFLHN services, including an emphasis on workforce development, risk management, clinical supervision and support</p> <p>6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions</p> <p>6.3 Where appropriate, contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to services at a BHFLHN level.</p> <p>6.4 Contribute to service development through profession-specific, multi-professional and trans-professional research and evaluation, applying high level self-reflective practice skills, assessing and reviewing the standards of work of other professional officers, and producing recommendations to assist Management/ Executive decision making</p> <p>6.5 Comply with the Code of Ethics for Public Sector Employees</p>	<ul style="list-style-type: none"> • Lead and contribute to change management processes and practices in accordance with emerging service needs, evaluation of service outcomes, identified system problems, and BHFLHN-wide reform • Oversee the implementation and management of processes for quality improvement, service continuity, risk management and professional practice frameworks] • Develop processes for evaluation of services and programs and activities in line with program key performance indicators • Participate in accreditation processes • Manage and ensure compliance with the staff performance review and development program
Approved by Authorised Officer / /	Accepted by Incumbent / /

APPLICANT GUIDELINES

Barossa Hills Fleurieu Local Health Network



Health
Barossa Hills Fleurieu
Local Health Network

Job Title	Allied Health Team Leader Hills	Classification	AHP3
LHN	Barossa Hills Fleurieu Local Health Network	Term	
Area	Community and Allied Health BHFLHN	FTE	

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

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

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

Key Result Area	Selection Criteria
1. Technical Skills and Application	<ul style="list-style-type: none"> • Your professional qualifications, professional association membership and registration status (if relevant) – refer to page 1 for minimum qualification requirements • Extensive professional experience, across a broad range of clinical practice areas: • Outline scope and nature of previous professional practice experiences, including rural / remote experience and any specialty areas • Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students • Previous leadership experience in service development, research & evaluation • Project management skills and experience • Examples of how you have applied primary health care principles to the development and reorientation of service • Experience working with Aboriginal consumers and communities to provide culturally appropriate health services. • Examples of other skills, knowledge or experiences that demonstrate your suitability for the role. • Possess a working knowledge of health issues and service barriers facing Aboriginal consumers. • Possess an understanding of Aboriginal culture and the ability to develop this knowledge within the team you manage and across the health service generally. • Creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	<ol style="list-style-type: none"> a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (e.g.: additional post-graduate qualifications). b) Detail your leadership and management style and experience, including examples of problem solving through difficult situations. c) Ability to engage appropriately with Aboriginal consumers and community members to improve health outcomes. d) Ability to engage and influence others to improve Aboriginal Health services provided to
3. Client / Customer Service	<ol style="list-style-type: none"> a) Detailed knowledge of and commitment to BHFLHN values, strategic directions & priorities. b) Extensive experience & skills in community engagement, family-centred practice, and cultural competency - and examples of how you have supported others to develop and apply these skills. c) Knowledge of Aboriginal Culture and how this impacts on service delivery
4. Administration & Documentation	<ol style="list-style-type: none"> a) Highlight relevant skills, experience and training - including those related to data management, budget management, competent use of technology, post-graduate/professional development qualifications.
5. Teamwork and Communication	<ol style="list-style-type: none"> a) Outline your communication and teamwork skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, regional or state level

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6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and/or research of relevance to your profession and professional leadership.
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