



COVID-19 ROLE STATEMENT

Role Title:	Multiple roles
Classification Code:	ASO5
LHN/DHW:	Department for Health and Wellbeing
Division:	Strategy and Governance
Department/Section/Unit:	Aboriginal Health Unit
Role reports to:	Reports to ASO8 Manager
Role Created/ Reviewed Date:	August 2024
Criminal and Relevant History Screening:	<input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<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)
Direct Reports	Nil
Delegations	Nil

ROLE PURPOSE:

We have several ongoing positions at the ASO5 across the following four team workstreams:

- Engagement and Community Communications team:
 - Lead community-driven efforts to improve cultural safety and responsiveness in mainstream health services, ensuring they support Aboriginal cultures and improve health outcomes.
 - Facilitate strong community engagement and communications to align policies and strategies with the needs and priorities of Aboriginal communities.
 - Foster collaboration and shared decision-making with Aboriginal communities, ensuring they are central to shaping health services and outcomes that directly affect them.
- Shared Decision-Making and Partnership team:
 - Facilitate partnerships and governance approaches between Aboriginal representatives and health system stakeholders to deliver on Closing the Gap commitments.
 - Strengthen the Aboriginal Community-Controlled Organisation Sector and transform decision-making processes within SA Health to improve outcomes for Aboriginal peoples.
 - Lead the development and management of the SA Closing the Gap Health and Wellbeing Partnership Committee and support other partnership governance mechanisms.
- Investment, Evidence, and Performance team:
 - Design and implement systems for transparent monitoring, data collection, sharing, and reporting on Aboriginal health outcomes.
 - Provide leadership in data evaluation, analysis, and research to guide health priorities, policy, and decision-making.
 - Provides systemwide leadership and advice on investment into Aboriginal health outcomes (both targeted and mainstream) and support performance and outcome measures to improve commissioning, contract and procurement outcomes.
 - Leads projects with the Local Health Networks to improve Aboriginal Health
- Policy and Reform team:
 - Developing policies and processes to build SA Health's capability to transform in line with the four Closing the Gap Priority Reforms and improve monitoring and reporting of progress.
 - Provide strategic advice on proposals, policy, programs, services and research that draws on information from across SA Health.
 - Work across SA Health to coordinate systemwide responses to state and national Closing the Gap requests, including monitoring and reporting on Closing the Gap progress.

KEY RELATIONSHIPS/INTERACTIONS:

Internal

- Works collaboratively with Aboriginal Health Unit Team and across DHW as required;
- Fosters close working relationships with key SA Health stakeholders, including and Local Health Network (LHNS) and Attached Offices.

External

- Members of public, local, State and Commonwealth Government agencies, aboriginal Community Controlled Sector, contractors and other external stakeholders.

CHALLENGES ASSOCIATED WITH THE ROLE:

- Supporting SA Health's commitment to Closing the Gap.
- Maintaining strategic relationships and stakeholder engagement with internal and external stakeholders Working in a fast-paced environment characterised by complexity, innovation and change.
- Managing sensitive information.

SPECIAL CONDITIONS:

- May be required to participate in an after-hours on-call roster/some out-of-hours work.
- Intrastate/interstate travel may be required.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

KEY GENERAL RESULT AREAS AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Delivers administrative and / or project support	<ul style="list-style-type: none"> • Provide expert advice and assistance to the leadership in planning and prioritising of work to meet function objectives. • Provide advice, analysis and support to the development, delivery and review of administrative and project support process, policies and procedures. • Undertake and monitor the maintenance of accurate records via Objective. Coordinate, monitor and report on the performance of the business function.
Provision of information to support policy, planning and evaluation of programs specific to the section or business unit	<ul style="list-style-type: none"> • Prepare and coordinate briefings and correspondence for the Minister and others on matters relating to the business function. • Prepare and assist with coordinating communications, media alerts, information alerts and promotional materials. • Undertake the dissemination of information to relevant stakeholders in accordance with ethical and legal privacy arrangements. • Develop and maintain relationships with internal and external partners to further enhance SA Health's disaster resilience capacity and capability to help create a resilient and learning organisation.
Correspondence and documentation of plans	<ul style="list-style-type: none"> • Provide expert advice and input to the development and implementation of policies, programs, procedures and a quantifiable unit business plan to meet the objectives of DHW, the <i>South Australian Public Health Act 2011</i>, the State Public Health Plan and key health strategies. • Support the work of broader DWH by taking evidence-based concepts and formulating into plans, standard operating procedures and other documents to support a planned and standardised approach to work more broadly.



	<ul style="list-style-type: none"> • Provide leadership in the management of advisory and other services provided by DWH, and in the development and implementation of systems that contribute to quality control for documents/products that are integrated, accurate, comply with established guidelines, procedures and principles, and have appropriate content and context that is consistent with government policy.
Leadership	<ul style="list-style-type: none"> • Lead by example by living the SA Public Sector Code of Ethics. • Demonstrate initiative by challenging status quo and proactively looking for better ways to improve. • Take ownership of issues and challenges. • Liaise effectively with peers and stakeholders. • To comply and follow SA Public Sector work, health and safety policies and procedures.

KEY SELECTION CRITERIA:

- Understands and is responsive to customer needs and perspectives and provides a professional positive experience while managing outcomes which respect departmental systems, processes, and policies.
- Demonstrates ability to deliver departmental programs under limited direction, and in a timely manner.
- Collaborates with stakeholders to seek and provide informed advice on complex issues to mitigate the agency's risk.
- Demonstrates accountability for managing the timely delivery of departmental programs and projects while maximising the utilisation of resources.
- Demonstrates a quick ability to analyse complex administrative matters and projects, negotiates with stakeholders for recommended outcomes, and provides updated written reports in keeping with the Government's Strategic procedures and directions.
- Proven experience in successfully coordinating and/or implementing, programs, projects, systems, policies and/or services requiring the efficient utilisation of resources and where required.
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
- Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with employee and stakeholders.

INCUMBENT ROLE ACCEPTANCE

Employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements (refer to Induction and Orientation intranet page).

I have read and understood the responsibilities associated with role as outlined within this document.

Name: **Signature:** **Date:**

Manager Name: **Role Title:**



Signature: Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	01/09/2021		Original version.