



## ROLE DESCRIPTION

<b>Role Title</b>	<b>Senior Technical Officer - Procurement</b>
<b>Classification Code</b>	<b>TGO3</b>
<b>Position Number</b>	<b>P24944</b>
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN) as host
<b>Hospital / Service / Cluster / RSS</b>	Rural Support Service (RSS)
<b>Department/Section / Unit/ Ward</b>	Biomedical Engineering
<b>Role reports to</b>	Manager – Biomedical Engineering
<b>Role Created/ Reviewed Date</b>	September 2012 – September 2024
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The primary objective of BHFLHN, RSS - BME is to assure the safety, effectiveness, availability and compliance of biomedical technology used directly for patient diagnosis, treatment or monitoring for or in connection with the public hospital and healthcare facilities of SA Health.
- > Contribute to the effective delivery of specialised biomedical engineering operational services, advice and assistance, to support the ongoing operation, availability, application and maintenance of current and emerging biomedical devices, systems and technologies, which ensures the provision of effective and safe medical and diagnostic services within an agency.
- > Specialises in Asset Procurement for local site services, and operates at a level of technical complexity across a range of technologies. The position may also be required to provide technical guidance to other staff, to support the delivery of research and technological development activities.

### Direct Reports:

- > Nil.

### Key Relationships/ Interactions:

#### Internal

- > Hospital and healthcare facility staff, biomedical engineering staff, students and trainees.

#### External

- > Patients, Service Providers and vendors.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Provide effective contribution to BHFLHN, RSS - BME for the provision of technical and technical engineering support to clinical and academic staff of SA Health and associated bodies on approximately 12,000 biomedical devices valued at over \$106 million.
- > Provide Asset Procurement expertise, advice and coordination for the associated procurement and external contract management functions for an assigned site.
- > Work in a manner that supports and ensures the ongoing safety, effectiveness, availability and compliance of the technology used directly for patient diagnosis, treatment and/or monitoring at, or in connection with, the public hospitals and healthcare facilities of SA Health.
- > Working effectively and sensitively within a number of patient occupied areas, which enhances the complexity of the work being undertaken in terms of the safety and relationship management aspects of the role.

**Delegations:**

> Nil.

**Resilience:**

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

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector, and Rural Support Service (hosted by Barossa Hills Fleurieu Local Health Network Inc) values and strategic directions.

**General Requirements:**

\*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.
- > 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).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health, Barossa Hills Fleurieu Local Health Network Inc and Rural Support Service policies, procedures and standards.

**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.

**Cultural Statement:**

Rural Support Service (hosted by Barossa Hills Fleurieu Local Health Network Inc) welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Rural Support Service (hosted by Barossa Hills Fleurieu Local Health Network Inc) is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > 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 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 Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory 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 Check 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.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Participate in on-call roster and overtime as required.
- > May be required to travel intrastate, interstate or overseas for training or to conduct work at other SA Health sites, client sites or related industry sites (SA Health and non-SA Health).
- > May be required to stay over-night a minimum of one week per month away from home.
- > Will be required to undertake a Job Demand Analysis to determine the physical capabilities of performing duties relevant to the job requirements.
- > Will be required to have a valid driver's licence and to abide by any relevant SA Health guidelines related to use of motor vehicles if driving is a job requirement.
- > May be required to work at a higher classification level for short periods to cover for absent employees of BHFLHN, RSS-BME.
- > Will be required to hold any specialised licences relevant to the position.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Local Asset Procurement Management Contribution</b>	<ul style="list-style-type: none"> <li>&gt; Deliver site specific specialist technical expertise for SA Health's asset procurement functions, including providing an expert interface and coordination between procurement stakeholders to meet SA Health needs.</li> <li>&gt; Establish and implement local systems to facilitate asset addition and replacement decision making.</li> <li>&gt; Coordinate and deliver specialist technical advice, as a point of contact for SA Health site based clinicians, in relation to all local asset procurement processes and matters.</li> <li>&gt; Contribute expertise to the development of strategic approaches to asset procurement planning, in consultation with other relevant procurement planning and delivery staff.</li> <li>&gt; Coordinate and support the development and processing of asset procurement business cases.</li> <li>&gt; Support the development of acquisition plans, evaluation criteria and methodologies for asset procurement.</li> <li>&gt; Contribute to the effective development and delivery of contract and procurement negotiation and management processes and functions for asset procurement.</li> </ul>
<b>Biomedical Engineering Services</b>	<ul style="list-style-type: none"> <li>&gt; Undertake or support the delivery of appropriate, safe and timely biomedical preventative and remedial maintenance services for a specialised area, or across a range of devices and equipment, within a SA Health site and/or region, to support the ongoing delivery of effective services to clients.</li> <li>&gt; Contribute to the identification, analysis and resolution of a range of routine and non-routine technical issues and problems, to contribute to the effective and safe delivery of biomedical engineering devices and systems, and medical equipment.</li> <li>&gt; Provide technically competent responses to incidents, to facilitate patient safety or diagnostic outcomes, including undertaking investigations involving complex biomedical engineering equipment, and providing recommendations for actions, to support risk minimisation objectives.</li> <li>&gt; Undertake timely and technically competent system and network administration, and diagnostic testing, functions for complex biomedical engineering devices and systems, and medical equipment.</li> <li>&gt; Undertake planned preventative and remedial maintenance services, and inspections and functional checks, to support the effective management of biomedical devices and systems being used across the Health Unit.</li> <li>&gt; Contribute to the conduct of technical projects or services associated with the management of specialised or diverse systems, technology and devices, to support service delivery and improvement objectives.</li> <li>&gt; Apply sound technical engineering and systems competency in undertaking repairs of complex biomedical devices and systems, including assessing impacts on patient and/or diagnostic outcomes, to support the continued effective operation of equipment.</li> <li>&gt; Consult with Health Unit staff, manufacturers and contractors, to support the resolution of maintenance and operational issues, and facilitates the installation and configuration, or upgrade, of biomedical devices and systems.</li> <li>&gt; Contribute to quality and risk compliance activities and requirements, to support risk analysis, planning and mitigation objectives.</li> <li>&gt; Provide technical support to other team members and equipment users, to support the ongoing safe and effective utilisation of biomedical devices and systems being used across the Health Unit.</li> <li>&gt; Assist with the development of schedules, programs and procedures for planned maintenance, to meet business operational goals and objectives.</li> <li>&gt; Assist with communications with clients to ensure they are kept informed of remedial and preventative maintenance services and to gather their feedback relating to services provided by staff, to support service delivery outcomes and objectives.</li> <li>&gt; Assist with the effective utilisation and maintenance of, and reporting on outcomes relating to, RSS - BME operational systems for the management of service delivery, to meet business operational goals and objectives.</li> </ul>

<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>&gt; Assist with continuous quality improvement programs and activities that are linked to SA Health's strategic and corporate directions and targets.</li> <li>&gt; Assist with the technical development of new approaches, methodologies and techniques to advance biomedical engineering services, and to enhance client and diagnostic outcomes, to support continuous improvement objectives.</li> <li>&gt; Assist with the design and trial of biomedical devices, technologies and systems, including coordinating the documenting of technical details and guidelines, to support the delivery of best quality services to clients.</li> <li>&gt; Assist with medical research activities, and the development of clinical processes, using novel devices, including through participating as a technical consultant on relevant committees.</li> <li>&gt; Contribute technical advice on equipment and system configuration options, and on the viability of replacing or repairing equipment, to support the delivery of best quality services to clients.</li> <li>&gt; Assist with the identification and review of current and emerging technologies and support service improvements and efficiencies in SA Health operations, to support the delivery of best quality services to clients.</li> <li>&gt; Assist with the development of SA Health policy, standards, operational plans and new equipment specifications, to support the future direction of the service.</li> <li>&gt; Participate in technical forums, conferences and committees that advance the practices and technologies of biomedical engineering.</li> </ul>
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## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > A Diploma or Advanced Diploma in a relevant technical discipline.

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

- > Demonstrated sound written and verbal communication skills across a multi-disciplinary environment including the capacity to undertake effective liaison with a range of technical and non-technical stakeholders.
- > Sound ability to work efficiently, either independently or in a team, and to effectively evaluate problems, situations and information, meet deadlines and work under pressure, and effectively use technical resources and information.
- > Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this area.

#### **Experience**

- > Experience in the procurement of capital equipment and asset replacement planning
- > Experience in contract management of complex procurement processes
- > Experience in the delivery of remedial and preventative equipment maintenance and diagnostic services.
- > Sound experience in providing specialist analysis and expertise to resolve operational issues for complex medical equipment and systems, within an environment in which client and staff safety is paramount.
- > Experience in the conduct of technological, operational and business improvement projects, processes and systems, particularly those associated with Capital Asset Procurement.
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge in the policies and procedures governing procurement processes within SA Health
- > Demonstrated high level knowledge of the clinical application and technical aspects of biomedical devices and systems, including Medical, Gas and Surgical Instrument technology, and a strong understanding of the impact of device operation on the patient and diagnostic outcomes.
- > Sound understanding of regulatory requirements and practices as they relate to biomedical devices and systems.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

### **DESIRABLE CHARACTERISTICS**

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

- > Relevant tertiary qualifications.

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

- > Ability to contribute to policy development, analysis and review, and in managing complex projects within a biomedical engineering environment.

#### **Experience**

- > Experience in the acquisition, maintenance and repair of electronic equipment to meet strict engineering standards.

#### **Knowledge**

- > Knowledge and understanding of the relevant Australian and International Standards and Codes.

## 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 legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke & Northern Local Health Network, Country Health SA Local Health Network and SA Ambulance Service. SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

### Health Network/Division/Department:

Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$280 million and an employed workforce of over 2000.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community-based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

### Health Network/Division/Department: Rural Support Service (RSS)

In 2018 the South Australian Government, through SA Health, introduced a governance reform process which culminated in the establishment from 1 July 2019 of regional local health network (LHN) governing boards. With the transfer of responsibility from the former Country Health SA LHN to the new regional LHN governing boards, the RSS was formally established on 1 July 2019.

The RSS is currently hosted within BHFLHN, and the BHFLHN Governing Board has the responsibility for overall governance of the RSS. The RSS is led by an Executive Director, RSS Governing Board and RSS Leadership Committee and operates in collaboration with each of the regional LHNs, providing a range of specialised clinical and corporate services at economies of scale. The RSS also delivers several state-wide services for and with all ten SA Health LHNs.

OFFICIAL

RSS-BME provides comprehensive technology management and teaching programs including a leadership role in the strategic planning and procurement of biomedical technology owned by SA Health. An objective of RSS - BME is to assure the safety, effectiveness, availability and compliance of the biomedical technology used for SA Health purposes.

The biomedical technology supported by RSS-BME includes all clinical devices used within the healthcare settings above.



## Values

### RSS Values

RSS staff embody the South Australian public sector values:

- > Service – We proudly serve the community and the South Australia government
- > Professionalism – We strive for excellence
- > Trust – We have confidence in the ability of others
- > Respect – We value every individual
- > Collaboration and Engagement – We create solutions together
- > Honesty and Integrity – We act truthfully, consistently and fairly
- > Courage and Tenacity – We never give up
- > Sustainability – We work to get the best results for current and future generations of South Australians.

### 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Reconciliation

SA Health acknowledges culture and identify as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health's vision for reconciliation is that the gap is closed on Aboriginal health disadvantage, and that Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Date:**

**Signature:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of RSS as described within this document.

**Name:**

**Date:**

**Signature:**