



ROLE DESCRIPTION

Role Title:	Administrative Officer		
Classification Code:	AS02	Position Number	P11470
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Mental Health Clinical Program		
Division:	Central Adelaide Local Health Network		
Department/Section / Unit/ Ward:	South Australia Psychiatry Branch Training Committee (SAPBTC)		
Role reports to:	Course Coordinator, SAPBTC		
Role Created/ Reviewed Date:	2024		
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)		
Immunisation Risk Category:	<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"/> <i>Category C (minimal patient contact)</i>		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The South Australian Psychiatry Branch Training Committee (SAPBTC) is responsible for the training of Psychiatrists in this State in conjunction with SA Health and the SA Branch of the Royal Australian & New Zealand College of Psychiatrists.</p> <p>The administrative officer provides administrative and secretarial support to the Director of the SAPBTC, Advanced Training Directors, Regional Directors of Training, Course Coordinator/Administrator and the secretary.</p> <p>The incumbent requires a high level of interpersonal skills, some initiative, efficiency and the ability to prioritise the work tasks and issues which arise from the running of the SAPBTC office and the day to day running of the Training Program.</p>

Key Relationships/ Interactions:

The Administrative Officer reports to the Director of Training, through the Course Coordinator.

The Administrative Officer liaises consistently with trainee doctors and various presenters through their day to day work.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Communication with trainees and lecturers – a high level of communication is required to maintain an effective training program.
- Office procedures – the correct office procedures need to be adhered to, to maintain continuity amongst all staff members.
- Accurate filing – data need to be entered accurately into appropriate systems for ease of future reference.

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 Background Screening and National Criminal History Clearance.
- *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 and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (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 Guidelines for Health Care Workers in South Australia Policy Directive.*
- *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.*
- *Code of Fair Information Practice.*
- *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 & 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.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide assistance and support to the Director, SAPBTC by:	<ul style="list-style-type: none"> • Providing support where required through the course coordinator and secretary.
Ensure the efficient operation of the SAPBTC office by:	<ul style="list-style-type: none"> • Responding to phone enquiries and directing questions to the relevant staff member. • Maintaining training files both electronically and in hard copy. • Arranging recordings of presentations. • Distributing letters to trainees and updating of database after exam results. • Recording minutes when the secretary is on leave.
Provide assistance and support to the Trainees throughout their training by:	<ul style="list-style-type: none"> • Forwarding training forms to RANZCP and appropriate people once completed. • Updating the training form spreadsheet once forms have been forwarded to RANZCP. • Updating the database with any trainees' personal information.
Ensure the efficient operation of the Formal Education Course (FEC) by:	<ul style="list-style-type: none"> • Ensuring the correct presentation information is on the website. • Updating the website with presentation changes. • Arranging and maintaining feedback surveys for presentations and any additional feedback required. • Forwarding surveys to trainees after presentations. • Assisting the secretary to input presentation information onto the website annually. • Preparing attendance sheets and associated documents and preparing the training room for the daily presentation. • Maintaining the presentation and examination preparation attendance record daily and scanning/filing all associated paperwork. • Sending reminder meeting requests on a weekly & monthly basis, to lecturers. • Booking training rooms for weekly seminars, annually. • Processing of video recordings to upload to website.
Coordinate the rotation requirements of the Trainees by:	<ul style="list-style-type: none"> • Inputting supervisor information to the RANZCP training report biannually. • Distributing the biannual rotation schedule to relevant groups.
Coordinate the RANZCP supervision requirements by:	<ul style="list-style-type: none"> • Arranging the meeting requests for supervisor workshops as required. • Forwarding surveys to supervisors prior to workshops. • Forwarding the certificates of accreditation to supervisors after attendance.
Ensure the provision of an administrative service to the Royal Australian & New Zealand College of Psychiatrists by:	<ul style="list-style-type: none"> • Forwarding trainees' forms once completed to RANZCP.
Maintain the SAPTC website by:	<ul style="list-style-type: none"> • Providing a support service to all users of the website and referring to the secretary or course coordinator, if required. • Uploading presentation recordings, PowerPoints and any relevant documents to the website.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- N/A

Personal Abilities/Aptitudes/Skills:

- High level of communication skills both written and oral.
- Demonstrated ability to use discretion and maintain confidentiality.
- Demonstrated ability to perform administrative duties with a high degree of accuracy.
- Demonstrated ability to communicate effectively with people at all levels within the public and private sector.
- Ability to quickly learn operating procedures and practices.
- Ability to work effectively both independently and as part of a team.
- Ability to be flexible and responsive to change.
- High level skills in computing, keyboard and data entry.
- Demonstrated ability to use Microsoft Excel to a high level.
- Ability to work between the hours of 9.30am-5.30pm.

Experience

- Experience in the use of computers and all associated programs, including the Microsoft Office Suite.
- Experience in data management and using computerised information systems.
- Experience in carrying out a wide range of administrative duties and using varied office equipment.
- Experience in prioritising competing tasks with tight deadlines.

Knowledge

- Knowledge of and commitment to Equal Opportunity and Occupational Health Safety and Welfare policies and Legislation.
- General knowledge of computer hardware and its functions.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- N/A

Personal Abilities/Aptitudes/Skills:

- Ability to communicate effectively within a small team environment.
- Ability to take initiative and work under limited direct supervision.

Experience

- Prior experience in health settings would be advantageous.
- Basic knowledge in video editing would be advantageous.
- Experience in minute taking.
- Experience in liaising with senior staff and external agencies.

Knowledge

- Knowledge of SA Health procedures.
- Knowledge of psychiatric/medical terminology.

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 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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The SAPBTC provides the training program to trainee psychiatrists in SA in accordance with the Royal Australian and New Zealand College of Psychiatrists (RANZCP) accreditation standards.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described 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	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	07/01/2019		Statement regarding Financial recovery plan added to Organisational context for CALHN White Ribbon statement included Cultural Commitment statement included Child protection legislation " <i>Children and Young People (Safety) Act 2017</i> " updated under Special Conditions Link to HR Delegations and Financial Delegations included under Delegations Statement regarding South Australian Charter of Health Care Rights included under General Requirements Minor formatting with order of information amended.
V6	06/3/2019		Immunisation Risk Category checkbox has been included Statement regarding immunisation requirements has been included under Special conditions – " <i>Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</i> "
V7	13/03/2024		Minor updating of terminology in role description. Updated essential and desirable characteristics in line with role.