



ROLE DESCRIPTION

Role Title:	Senior Project Officer
Classification Code:	ASO6
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	
Division:	Commissioning and Performance
Department/Section / Unit/ Ward:	Planning and Commissioning
Role reports to:	Manager, Commissioning
Role Created/ Reviewed Date:	August 2024
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <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)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Senior Project Officer is responsible for the provision of expert data analysis to inform Departmental and state-wide commissioning decisions based on population health needs, evidence of clinical best practice, strategic goals and organisational requirements.
- > The Senior Project Officer will also assist in a wide range of data analysis and in the development and implementation of projects relating to commissioning, funding models and clinical services planning.

Direct Reports:

- > N/A

Key Relationships/ Interactions:

Internal

Maintains strong working relationships with other team members within Planning and Commissioning in providing analytical leadership and high-quality information to support the commissioning of health services.

Communicates with members from other branches within the Division, and with other Divisions within the Department for Health and Wellbeing from time to time in relation to analysis, reports, presentations, briefings and submissions on commissioning, planning and related matters.

External

Works with local health network planning and commissioning staff, as required, to support the commissioning process and inform development of the annual activity allocations.

Provides support to governance committees and workgroups as required.

Challenges associated with Role:

The main challenges in successfully carrying out the role include:

- > Drawing meaningful information from a variety of sources and presenting it in a way that is understood and that meets the needs of various stakeholders.
- > Being cognisant of the complexities and range of issues that influence the health system, understanding related risks and impacts and working within a changing environment.
- > Balancing the achievement of immediate and longer-term work requirements.
- > Balancing between high-level data accuracy and speed of task completion requirements.

Delegations:

- > N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical commissioning	<ul style="list-style-type: none"> > Provide advice in the management of complex commissioning projects. > Provide support in the use of commissioning to deliver the best possible quality and outcomes for the health care system. > Use and analyse data to provide solutions and inform decisions relating to the commissioning of services. > Use evidence and data analysis to understand population health need and the appropriate service provision to ensure equity of access. > Contributing to implementation of the Commissioning Framework, and development of a Commissioning Plan.
Research and analysis	<ul style="list-style-type: none"> > Synthesising, analysing, interpreting and presenting qualitative and quantitative data related to the commissioning of health services across the continuum of care and key aspects of service provision to inform commissioning decisions. > Participating in the development and maintenance of models that are used to commission health services. This will require the use of various datasets, best practice evidence and reflecting organisational strategies and decisions. > Reviewing best practice models of clinical commissioning and assess the potential to adapt them to the South Australian setting and associated impacts.
Reporting and advice	<ul style="list-style-type: none"> > Ensuring the provision of timely and accurate information and advice on health needs, service design and commissioning issues for relevant population and service groups. > Preparing reports, briefings, responses, presentations, information papers and other relevant documents to support the system-level understanding of health service demand and supply and the ongoing commissioning of clinical services. > Providing advice regarding future commissioning priorities using complex data sources and assessing impact for the population.

Project management	<ul style="list-style-type: none"> > Establishing and maintaining productive and effective working relationships with relevant service providers and key stakeholders. > Liaising effectively with local health networks and other jurisdictions, as required. > Providing executive support to steering groups, senior project groups, and working parties as required. > Providing effective project management to ensure planning outcomes are met within required timeframes. > Overseeing and guiding the work of more junior team members as required.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Demonstrated high level of ability to conceptualise and scope a problem, design and apply appropriate analysis, and communicate the findings to suit the needs of a variety of audience.
- > Demonstrated ability to effectively design, maintain and work with large datasets and maintain a high level of accuracy.
- > Excellent organisational and planning skills in managing a personal workload with conflicting demands to meet deadlines.
- > Proven ability to work independently and as part of a team in an effective and efficient manner.
- > Proven high level of competency in Microsoft suite of programs including Excel and Word, with skills in data visualisation.

Experience:

- > Experience in analysing and synthesising qualitative and quantitative information from various sources and presenting findings in a meaningful way to inform decision making, particularly in a health service or health system context.
- > Experience in project related activities, such as planning, supporting and reporting.

Knowledge:

- > Sound understanding of commissioning and performance management approaches.
- > Good understanding of current directions in health services policy, planning, commissioning, funding and delivery at State and Federal level.
- > Good knowledge of available health-related datasets including those produced by the Independent Health and Aged Care Pricing Authority, Australian Bureau of Statistics and the Australian Institute of Health and Welfare.
- > Good understanding of monitoring and evaluation techniques including performance benchmarking.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Appropriate tertiary qualification in business or health-related field, or appropriate qualifications in information/epidemiology or related field.

Personal Abilities/Aptitudes/Skills:

- > Ability to project manage large scale and multi-purpose projects, including complex problem solving.

Experience:

- > Experience in a Healthcare industry.

Knowledge:

- > Knowledge of Activity Based Funding, costing and quality-improvement approaches within the Australian health care system.

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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 Planning and Commissioning team provides strategic direction to inform and support the best planning, design and delivery of health services across the system. The aim is to ensure that the information and advice provided across SA Health supports a focus on improving health system capacity, capability and sustainable service delivery, now and into the future.

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.

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.

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	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	30/08/2024		Minor updates to Role Description