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SA Health Job Pack

Job Title	Chief Public Health Officer
Eligibility	Open to Everyone
Job Number	694314
Applications Closing Date	Thursday, 13 June 2019
Region / Division	Department for Health and Wellbeing
Health Service	Health Regulation & Protection
Location	Adelaide
Classification	SAES 2 Level
Job Status	Full Time / Term Contract (up to 30 June 2022)
Remuneration Package	\$227,022-\$378,371

Contact Details

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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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ 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 C (minimal patient contact)

- 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 C (minimal patient contact). [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 <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Chief Public Health Officer
Classification Code:	SAES 2 Level
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing (DHW)
Division:	Health Regulation & Protection
Department/Section / Unit/ Ward:	
Role reports to:	Chief Executive, Department for Health and Wellbeing
Role Created/ Reviewed Date:	April 2019
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 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 Chief Public Health Officer is a statutory appointment under the provisions of the South Australian *Public Health Act 2011* that provides high level advice to the Minister for Health and Wellbeing, the Parliament and the Chief Executive, DHW.

The role is also accountable to the Chief Executive, DHW, and leads the Health Regulation & Protection Division in ensuring the provision of high quality strategic leadership that contributes to the provision of public health services in South Australia.

The role will also effectively contribute to the promotion and provision of valuable leadership, vision and strategic initiatives to ensure the DHW delivers valued and quality services.

Direct Reports:

Responsible for the oversight and management of the various components of the Division, including:

- Health Protection & Licensing Services
- Communicable Disease Control
- Emergency Management
- Blood, Organ & Tissue Program

Key Relationships/ Interactions:

Internal

- > The CPHO is appointed by the Governor on the advice of the Minister and will ensure compliance with the *Public Health Act 2011*.
- > The role will establish close working relationships with other key leadership roles and stakeholders within the Department and will maintain a specialist support and advice role to the Chief Executive and Deputy Chief Executives on public health related matters.

External

- > The role will enable cooperative productive interactions with Local Health Networks (LHNs), Wellbeing SA, the Commission for Excellence and Innovation in Health (CEIH), Digital Health SA, and SAAS, as well as relevant staff of other jurisdictions' health departments.
- > The role works in close collaboration with other government agencies (Local Government, State and Commonwealth), as well as other key community stakeholder organisations.
- > The role will represent South Australia in various state and national forums.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ensuring compliance with the *Public Health Act 2011*
- > Strategy development to protect and promote effective public health services
- > Establishing a network of health practitioners and agencies designed to foster collaboration to promote public health and the furtherance of the objectives of the Act
- > Budget management in a time of financial constraint and increasing demand for services
- > Managing threats to public health in narrow timeframes to the benefit of the whole SA community
- > Provision of accurate and appropriate advice to internal and external stakeholders in narrow timeframes
- > Provision of public communications to the media in narrow timeframes
- > Strategic development and managing expectations of the state Public Health Plan within constraints of what the DHW can deliver

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Functions of the Chief Public Health Officer under the <i>South Australian Public Health Act 2011</i> :	<ol style="list-style-type: none"> to develop and implement strategies to protect or promote public health; to ensure that this Act, and any designated health legislation, are complied with; to advise the Minister and the Chief Executive of the Department about proposed legislative or administrative changes related to public health, and about other matters relevant to public health; to establish and maintain a network of health practitioners and agencies designed to foster collaboration and coordination to promote public health and the furtherance of the objects of this Act; at the request of the Minister or on the Chief Public Health Officer's own initiative, to investigate and report on matters of public health significance; after advising the Minister and the Chief Executive of the Department, to make public statements on matters relevant to public health; any other functions assigned to the Chief Public Health Officer by this Act or any other Act or by the Minister. <p>The Chief Public Health Officer must, in the performance of functions under this Act, insofar as the Chief Public Health Officer thinks necessary and appropriate, consult with other persons or bodies involved in the administration of this Act.</p> <p>The Chief Public Health Officer is presiding member of the SA Public Health Council (SA PHC). The SA PHC advises the Chief Public Health Officer on a range of issues including the development of a Public Health Plan</p>
Strategic Policy & Planning	<p>Accountable for the protection of the health of the South Australian public through:</p> <ul style="list-style-type: none"> participation in the development of public health and clinical policies for the SA health system in collaboration with other department divisions, Wellbeing SA, CEIH, Digital Health SA, LHNs and other associated stakeholders providing timely and appropriate executive level advice to the Minister and Chief Executive and Minister on public health policy and practice, health status, public health issues and ways to improve health. developing and maintaining productive relationships with Federal Government, other State Governments, Local Government, other SA Government Departments, Health Services, NGOs, Medicare locals and relevant stakeholders providing policy advice to the Australian Health Minister's Advisory Council and the Australian Health Minister's Council, as requested, on population health issues in collaboration with the Policy, Governance and Executive Services Division providing leadership, direction, policies and coordination of system approaches to monitoring and improving the quality of population health services in accordance with the priorities set by Government and the Health Portfolio Executive advising on the allocation of budgets for provision of public health initiatives across the State preparing and presenting on public health matters to the media, professional groups and the community ensuring compliance with relevant SA Health and Government policies, practices and procedures, codes of conduct and probity requirements.

Effective Service Provision	<p>Responsible for ensuring the provision of an efficient and effective public health service for the people of SA through:</p> <ul style="list-style-type: none"> > developing, managing and delivering state-wide health protection and communicable disease control services in collaboration with other key stakeholders > Ensure the maintenance of an effective response to medical and public health disasters through; > developing and coordinating the State's approach to disaster planning for health and medical and public health emergencies in South Australia in collaboration with LHNs and other key stakeholders > ensuring state-wide disaster response capacity including data collection, analysis, reporting and development of prevention strategies > Developing and oversighting a portfolio business continuity framework > Collaborating with other agencies (in particular Wellbeing SA) in developing and coordinating state-wide primary prevention programs in collaboration with other key stakeholders (e.g. Local Government association) > Advice on and where appropriate, license private hospitals and ambulance services. > The coordination of blood and blood products and organ and tissue policies and programs through the provision of advice on and where appropriate systems of evaluation of organs and tissues, blood/blood products, and related health technologies.
Performance Management	<p>Responsible for ensuring the appropriate management of the Health Protection and Regulation Division's financial, physical and human resources by:</p> <ul style="list-style-type: none"> > ensuring service provision and related activities are customer focussed and professionally and effectively conducted > contributing to the development of an integrated team approach and culture which is highly responsive to the needs of the Department and external clients > leading, developing and fostering a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation > managing the function, staff and resources, to ensure efficient and effective public health service delivery. > providing leadership, appropriate supervision and effective deployment and development of relevant personnel as required > managing, leading and empowering the team in decision making processes and in the development, implementation and monitoring of relevant health service operational management policies and procedures > facilitating employee participation in attaining and maintaining a work ethos that focuses on the achievement of identified program/service outcomes > exercising administrative and financial delegations where appropriate, implementing decisions as required > developing, monitoring and evaluating the Directorate budget > meeting the DHW and Treasury requirements for financial reconciliations and reporting > appraising the performance of supervised staff and providing counsel and feedback to ensure organisational and personal development objectives are achieved

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Relevant postgraduate qualifications.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated strong leadership skills and an ability to motivate and inspire others to work together as a team to achieve objectives.
- > Highly developed skills in using the media to inform the public on public health issues.
- > Demonstrated high level interpersonal and leadership skills that foster credibility, trust and cooperation and in particular at executive and senior levels of Government, Department of Health and Regions.
- > Demonstrated ability to think and act strategically
- > Demonstrated ability to lead change and influence others in responding to change.
- > Demonstrated ability to evaluate group and individual performance against agreed objectives.
- > Demonstrated ability to effectively liaise and collaborate with the general community, and relevant organisations at a state and national level.
- > Demonstrated ability to communicate, both verbally and in writing to a wide range of audiences on a range of sensitive and complex issues.
- > Proven ability to negotiate at senior levels of government and private industry.
- > Ability to be innovative and enterprising in relation to influencing and earning the trust and respect of relevant parties who possess a diverse range of values.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

Experience

- > Proven experience in health service administration and the provision of clinical and/or public health advice.
- > Demonstrated executive level or senior experience in the provision of strategic planning, services and advice as it relates to implementing complex change preferably in a health related area.
- > Extensive experience in the effective management of human, financial and material resources.
- > Experience in providing leadership to a multi-disciplinary organisation in a climate of continuing change, increasing the effectiveness and accountability of the organisation and/or programs.
- > Experience in public speaking to both large and small groups of people and in liaison with the print and electronic media.
- > Experience in the management of risk mitigation and increasing the effectiveness and accountability of risk management strategies and organisational operations.
- > Experience in the management of business contracts.

Knowledge

- > Sound knowledge of the political and socio-economic factors that impact on population health.
- > An understanding of emerging directions within public health services and regulation, nationally and internationally.

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 Criminal and Relevant History Screening.
- > *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's Protection Act 1993* 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 subject to relevant provisions of the executive contract.
- > 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:

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 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.*
- > *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.

South Australian Executive Services (SAES) Core Competencies

The SAES Competency Framework comprises five core competencies which form the DNA of leadership. Each competency is critical and, when used correctly, forms a blueprint that guides the behaviours and actions of exceptional leaders. The five core competencies that sit within the SAES Executive Framework are:

1. Shapes Strategic Thinking and Change
2. Achieves Results
3. Drives Business Excellence
4. Forges Relationships and Engages Others
5. Exemplifies Personal Drive and Professionalism

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., 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.

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.

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: / /