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## SA Health Job Pack

Job Title	Program Manager Strategy and Risk Management
Job Number	674995
Applications Closing Date	2 November 2018
Region / Division	Department for Health and Wellbeing
Health Service	Corporate Services/Workforce Health
Location	Adelaide CBD
Classification	ASO7
Job Status	Full Time / Term Contract (up to 8 February 2019)
Salary	\$100,059-\$108,307

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

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# 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

<b>Role Title:</b>	Program Manager Strategy and Risk Management
<b>Classification Code:</b>	ASO7
<b>LHN/ HN/ SAAS/ DHW:</b>	Department for Health and Wellbeing
<b>Hospital/ Service/ Cluster</b>	NA
<b>Division:</b>	Finance and Corporate Services
<b>Department/Section / Unit/ Ward:</b>	Corporate Services/Workforce Health
<b>Role reports to:</b>	Strategic Manager Workforce Health
<b>Role Created/ Reviewed Date:</b>	July 2014/December 2017/September 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Program Manager Strategy and Risk Management is accountable to the Strategic Manager Workforce Health for identification, development and the implementation of effective Work Health and Safety strategies, policy and training for SA Health, ensuring legislative compliance, accreditation standard deliverable and sustainability that will support best practice, risk management and continual improvement.

The Program Manager Strategy and Risk Management will work in partnership with senior management /Executive and key personnel, including WHS employees and Health and Safety Representatives, across SA Health, forging collaborative partnerships at the Local Health Network/Health Services/Business Units and Workplace levels, to provide high level advice and ensure SA Health Work Health and Safety existing and emerging risks are identified and associated strategies are developed and implemented.

The Program Manager Strategy and Risk Management will identify, develop and further the Work Health and Safety strategic directions for SA Health and facilitate the implementation of identified programs/projects required to meet the Australian National Work Health and Safety Strategy 2012 – 2022, Government Targets, Audit Verification System, Accreditation Standards and Building Safety Excellence in the Public Sector 2015-2020.

The Program Manager Strategy and Risk Management will be responsible to the Strategic Manager Workforce Health for facilitating the development and continual improvement of the Work Health and Safety Management System through liaison with the SA Health Risk and Assurance business unit, and reviewing WHSIM data analysis as required.

### Direct Reports:

Direct reports to this position:

- > ASO6 Senior Strategy and Risk Management Consultant
- > ASO5 WHS Training Consultant
- > RN3 Nurse Consultant Workforce Health
- > MOV3 Occupational Physician

### Key Relationships/ Interactions:

#### Internal

- > Accountable and directly reports to the Strategic Manager, Workforce Health
- > Works in partnership with other workforce health professionals, including Program Manager WorkFit and Wellbeing, Program Manager Injury Management and Reporting,
- > Communicate and liaise with the SA Health Risk and Assurance, Safety and Quality Unit, Emergency Management Unit, Communicable Diseases Control Branch, Procurement, Infrastructure, Medicine Policy, and other DHA business Units as required.
- > Work in collaborative partnership with WHSIM Managers, WHSIM professionals, Worker Health Nurses and Workforce Directors (and their equivalent) located within Local Health Networks /Health Services/ Business Units

#### External

- > Communicates with SafeWork SA, Office for the Public Sector, SafeWork Australia and Universities as required
- > Communicates and liaises with external interested parties /professional bodies such as the Australian Institute of Occupational Hygienist (AIOH).

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing competing work demands and priorities to deliver a consistent, innovative and efficient WHS Strategies, Policy Directives and Training programs for SA Health.
- > Research, development and implementation of specific strategies that are relevant and work to actively reduce WHS risk across SA Health and continually improve systems and outcomes.
- > Delivering expert, timely advice and guidance to workers in a large, dynamic, complex and widely spread workplace across the state.
- > Imbedding accountability, responsibility, governance and cultural change of WHS across SA Health.

### Delegations:

- > The occupant of this position is authorised within delegated authority to:
- > Develop, plan and implement SA Health WHS Strategies, Policy Directives and Programs/Projects within delegated authority.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
SA Health Strategic Priorities	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of and implementation of SA Health WHS&amp;IM Strategic Plan that supports the strategic vision and that contributes to cultural change.</li> <li>&gt; Leading and facilitating the development of the Strategy and Risk Management components of the SA Health Workforce Health Action Plan that is aligned to the SA Health WHS Strategic Plan and Corporate Services Business Plan.</li> <li>&gt; Contributing to the development of savings and efficiency strategies and directing the implementation for Strategy and Risk Management, to deliver on objectives.</li> </ul>
Collaborative Partnerships	<ul style="list-style-type: none"> <li>&gt; Collaborate with other workforce health professionals, including Directors of Workforce and their equivalents based in Local Health Networks / Health Services/Business Units, to support consistency in interpretation and understanding of key messages and promote consideration and sharing of information</li> <li>&gt; Collaborate with key personnel within Corporate Service functions, to support consistency in interpretation and understanding of key messages and promote consideration and sharing of information</li> <li>&gt; Establish and maintain working partnerships within the public and private sectors and wider community to ensure information pathways are established and maintained</li> <li>&gt; In partnership with other workforce health functions ensuring changes to legislation are incorporated into program/project (including review) and are communicated, as relevant.</li> </ul>
SA Health WHS Strategy and Risk Management	<ul style="list-style-type: none"> <li>&gt; Identification, development, planning and implementation of the SA Health WHS Strategies ensuring legislative, accreditation and standards compliance, deliverable sustainability that will support best practice and continual improvement and address WHS risks.</li> <li>&gt; Work collaboratively with OPS and contribute to the further development, implementation and review of SA Health WHSIM management system documentation including WHSIM Governance and Consultation Framework and WHSIM Training Framework) and as appropriate contribute to the development of a whole of Government WHSIM System.</li> <li>&gt; Providing high level leadership and expert strategic advice and responses on matters relating to WHS strategy and its interpretation and implementation</li> <li>&gt; Oversee and provide direction to the Nurse Consultant and Occupational Physician in the delivery of strategic worker health services applying across SA Health</li> </ul>
SA Health WHS Policy and Training	<ul style="list-style-type: none"> <li>&gt; Lead the development and review of the SA Health WHS Policy Directives, Guidelines and Procedures to support the WHS System and address WHS risks facing the Health Sector</li> <li>&gt; Ensure that SA Health meets current WHS legislation, codes of practice, SA Health strategic objectives and WHS management system objectives</li> <li>&gt; Design and implement a systematic approach to WHS policy and training development including effective consultative mechanisms</li> </ul>

	<p>which support implementation across Local Health Networks / Health Services / Business Units / Workplaces</p> <ul style="list-style-type: none"> <li>&gt; Design, implement and maintain a robust process for policy review, in accordance with changes in legislation, business strategy changes, or part of a periodic review schedule</li> <li>&gt; Work in partnership with workforce health functions and other corporate services to identify WHS training needs and learning outcomes</li> <li>&gt; Facilitate management review of SA Health WHS programs/projects</li> </ul>
Leadership & Management	<ul style="list-style-type: none"> <li>&gt; Providing high level leadership and expert strategic advice and responses on all matters relating to WHS strategy, policy and training.</li> <li>&gt; Ensure that service provision and the activities of the Strategy and Risk team are customer focussed and, professionally and effectively conducted, by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.</li> <li>&gt; Ensure the effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans.</li> <li>&gt; Lead, develop and foster 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.</li> <li>&gt; Manage and develop an effective work team, setting direction for team members, including prioritising workload and professional development</li> <li>&gt; Ensuring learnings from system review and outcomes are utilised for improvement and changes to the system are undertaken as required.</li> </ul>
Performance Review & Continuous Improvement	<ul style="list-style-type: none"> <li>&gt; Utilise performance review and continual improvement reports to assist in identifying and evaluating strategies/policies/programs/projects In partnership with other Workforce Health functions, facilitate the implementation of agreed recommendations to ensure continuous improvement of SA Health WHSIM management system</li> <li>&gt; Developing relationships to ensure that non-compliance issues are identified enabling strategy/program/project development to support the SA Health WHS IM system.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

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

- > 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
- > Demonstrated skills in developing WHS Strategy, Program/Project Management and associated policy development
- > Demonstrated ability to think, plan and implement to resolve problems
- > Highly developed skills in identifying , interpreting and responding to changes in WHS strategies, systems and processes
- > Demonstrated ability to liaise and negotiate effectively with senior management staff, health professionals and a range of key stakeholders and staff
- > Ability to achieve results with time frames and changing environments
- > Ability to analyse relevant statistical data and reports

#### **Experience**

- > Demonstrated experience in successfully leading and managing staff and the ability to maximise individual and team performance.
- > Experience in liaising with senior management and providing high level written and verbal responses.
- > Significant experience in the development of WHS systems, strategies, policies, guidelines and training programs in a large and complex organisation

#### **Knowledge**

- > Knowledge and ability to interpret WHS legislation and Regulatory Framework, codes of practice ,and associated standards
- > Quality and Audit Verification Processes
- > Knowledge of the health industry and associated risks to WHS

### **DESIRABLE CHARACTERISTICS**

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

- > Tertiary Qualifications in Work Health and Safety and/or Risk Management ( or equivalent )
- > Occupational Hygiene

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

#### **Experience**

- > Health Industry

#### **Knowledge**

### 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).
- > 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 2014.*
- > *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 & 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, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### 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.

### Department for Health and Wellbeing:

The Department for Health and Wellbeing assists the Minister for Health and Wellbeing to set the policy framework and strategic directions for SA Health. The Department supports the delivery of public health services, formulates health policy, facilitates public and consumer consultation on health issues, and monitors the performance of South Australia's health system by providing timely advice, research and administrative support.

### Corporate Services:

Corporate Services is a branch within Finance and Corporate Services (DHA) that provides a high level workforce advisory service to the Chief Executive and the Minister on whole of Health issues together with a full human resource service for the Department for Health and Wellbeing and Drug and Alcohol Services SA (DASSA). The Workforce Advisory Unit provides strategic support and advice in the area of Industrial and Employee Relations, Aboriginal Workforce Initiatives, Work Health and Safety and Injury Management, Organisational Development, System Administration, Workforce Planning, Strategic Recruitment, National Workforce Reform, and Executive Services. Corporate Services support the CE in complying with legislative and industrial responsibilities and support workforce systems that are unique and integral to Health.

### Workforce Health

This unit provides evidence based, high quality specialist advice and services on Work Health and Safety, and work related Injury Management (WHSIM) matters that have, or may have, SA Health and/or public sector wide significance or impact. The unit provides specific services in the following areas: WHSIM Policy and Strategy, Injury Management, Fitness for Work and Wellbeing (including physical, psychological and biological health), Training, Reporting and Data Analysis, and hazard identification and risk management advice and strategic direction, as well as operational WHSIM services to DHA. The Workforce Health team works collaboratively with the Office of the Public Sector and the Local Health Networks/Health Services to actively engage in improving the health and well-being of our workforce during their employment journey, thereby impacting on the health and wellbeing of all South Australians.

## 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:**