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## SA Health Job Pack

Job Title	Senior Technical Officer
Eligibility	Open to Everyone
Job Number	771545
Applications Closing Date	17/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Rural Support Services - Biomedical Engineering
Location	Torrensville
Classification	TGO-3
Job Status	Permanent Full-time position
Total Indicative Remuneration	\$87,792 - \$92,634 p.a.

## Contact Details

Full name	Jenny Crook
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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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check (WWCC) - **DHS**
- ☐ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☐ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☒ No contact with Vulnerable Groups - 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.

# Immunisation

## **Risk Category A (direct contact with blood or body substances)**

*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 A (direct contact with blood or body substances). [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

<b>Role Title:</b>	Senior Technician
<b>Classification Code:</b>	TGO-3
<b>LHN/ HN/ SAAS/ DHA:</b>	<input checked="" type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input type="checkbox"/> Yorke and Northern Local Health Network
<b>Hospital / Service / Cluster / RSS</b>	Rural Support Services
<b>Division:</b>	
<b>Department/Section / Unit/ Ward:</b>	Biomedical Engineering
<b>Role reports to:</b>	Technical Manager – Biomedical Engineering
<b>Role Created/ Reviewed Date:</b>	September 2012 / January 2021
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> NPC – General Probity
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## 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.
- > Provide high level support to the Technical Manager to ensure the effective management of diverse human and physical resources, in order to facilitate the delivery of services that are considered highly specialised and critical to patient outcomes.
- > 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.
- > May specialise in a specific area of technology, or operate 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.

**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 to clinical, scientific and academic staff of SA Health and associated bodies on approximately 12,000 biomedical devices valued at over \$85 million.
- > 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**

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.

**General Requirements:**

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 (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > 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.

**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:**

Barossa Hills Fleurieu LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Barossa Hills Fleurieu LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

**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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > 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 unsupervised contact with vulnerable groups.

- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs 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).
- > Will 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
Biomedical Engineering Services	<ul style="list-style-type: none"> <li>&gt; Undertake or support the delivery of appropriate, safe and timely biomedical preventative and remedial maintenance services and /or fabrication and modification activities 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; Undertake 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; Conduct 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>

Continuous Improvement	<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 to capital asset and goods and services planning and procurement activities.</li> <li>&gt; Assist with procurement processes for biomedical devices and systems, including contributing technical advice on equipment and system configuration options, on new and emerging technologies, 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 formulation of acquisition plans, tender assessments and recommendations.</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.*

#### **Experience**

- > *Experience in the delivery of remedial and preventative technical equipment maintenance services.*
- > *Experience in providing competent technical analysis and support to resolve operational issues for complex medical equipment and systems, within an environment in which client and staff safety is paramount.*

#### **Knowledge**

- > *Sound knowledge of the clinical application and technical aspects of biomedical devices and systems, including 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.*

### **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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, 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 and Northern 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.

### Barossa Hills Fleurieu Local Health Network – Rural Support Service

RSS - BME is a regional state wide service. Providing biomedical engineering support to the following Local Health Networks.

- Barossa Hill Fleurieu LHN
- River Mallee Coorong LHN
- Eyre & Far North LHN
- Limestone Coast LHN
- Flinders & Upper North LHN
- Yorke & Northern LHN
- Other Entities as directed

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

### 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.

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.

## 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:**