



## ROLE DESCRIPTION

<b>Role Title:</b>	Assistant Project Officer
<b>Classification Code:</b>	ASO3
<b>LHN/ HN/ SAAS/ DHW:</b>	DHW
<b>Hospital/ Service/ Cluster:</b>	
<b>Division:</b>	Commission on Excellence and Innovation in Health
<b>Department/Section / Unit/ Ward:</b>	Clinical Partnerships
<b>Role reports to:</b>	Manager, Clinical Partnerships
<b>Role Created/ Reviewed Date:</b>	August 2013; August 2019
<b>Criminal and Relevant History Screening:</b>	<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)
<b>Immunisation Risk Category Requirements:</b>	<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:

Responsible for the carrying out a range of functions of the Commission on Excellence & Innovation in Health (CEIH) to facilitate clinical improvement and innovation in the South Australian Health System.

This position includes roles in project support, research, data management and analysis, report writing, written correspondence and secretariat support.

The Assistant Project Officer is also responsible for the provision of a quality and efficient administrative support that contributes to the CEIH achieving its goals.

### Key Relationships/ Interactions:

#### Internal

- > The role communicates with other members of the CEIH, to discuss issues and gain direction when contributing to project planning and monitoring.

#### External

- > The role will require establishing effective communication with Local Health Networks, allied professionals and non-government officers to facilitate the efficient planning and delivery of various committees and groups.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > To maintain consistent and effective organisational reporting based on research, data and evaluation while supporting timely communication to the branch and units of the CEIH.
- > Providing timely detailed research within individual and team deadlines.

**Delegations:**

&gt; Nil

**Key Result Area and Responsibilities**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Project support	<ul style="list-style-type: none"> <li>&gt; Contributing to project management, including using project management tools for planning, monitoring and status reporting</li> <li>&gt; Providing secretariat support to various committees and groups, including preparing agendas, taking minutes, organising meeting rooms, preparing materials and ordering catering, booking venues etc.</li> <li>&gt; Drafting reports, briefings and correspondence, drawing on research and data</li> <li>&gt; Supporting project robustness and rigour by participating in governance activities as required</li> <li>&gt; Liaising with internal and external organisations and individuals</li> </ul>
Administration and Team Support	<ul style="list-style-type: none"> <li>&gt; Supporting the Team in the delivery of routine financial and human resources corporate management tasks and functions for the Branch e.g. Basware, Oracle, PageUp</li> <li>&gt; Maintaining and complying with effective office practices and procedures.</li> <li>&gt; Establishing and maintaining appropriate information records according to current document control and correspondence management practice.</li> </ul>
Customer Service and Working Relationships	<ul style="list-style-type: none"> <li>&gt; Contributing to the positive public image of the Commission in general and specifically the maintenance of good working relationships between the Deputy Chief Executive's Office, Chief Executive's Office and the Ministers' Offices</li> <li>&gt; Contributing to the provision of effective communication with Branch and Departmental staff</li> <li>&gt; Participate as a member of a team in team/branch activities, as required</li> <li>&gt; Ensure that service provision and the activities of the team and Branch are customer focussed and professionally and effectively conducted by contributing to the sustainment of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients</li> </ul>
Organisation and culture	<ul style="list-style-type: none"> <li>&gt; Model 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; Provide day to day support to colleagues and contribute to the work of the Team/Branch to ensure the development and delivery of organisational initiatives that are aligned to SA Health priorities</li> <li>&gt; Participate in continued professional development of self</li> <li>&gt; Participate in performance review and receive and accept feedback to contribute to effective performance and motivation.</li> <li>&gt; Support and contribute to the development of other team members</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > N/A

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

- > Demonstrated ability to work effectively in a team environment and achieve agreed objectives.
- > Ability to be self-motivated, identify priorities and demonstrate initiative in line with Unit and Branch requirements.
- > Demonstrated capacity for clear and concise verbal and written communication and in particular for the preparation of briefs and report writing.
- > Willingness to undertake and learn a wide variety of tasks and functions with a demonstrated aptitude for creativity, enthusiasm and innovation.

#### **Experience:**

- > Experience in the provision of project support.
- > Experience in preparing reports, papers and presentations on a variety of topics.
- > Experience in effectively participating in multidisciplinary workgroups that deliver specified outcomes.
- > Experience in the provision of consistently efficient secretariat support to committees and working groups.
- > Experience in the use of the MS Office suite of software products.

#### **Knowledge:**

- > Knowledge of basic research processes.
- > Basic knowledge of the role of government in the provision of health care.

### **DESIRABLE CHARACTERISTICS**

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

- > A relevant qualification

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

- > N/A

#### **Experience:**

- > Experience in working for a public sector agency.

#### **Knowledge:**

- > Knowledge of the South Australian Health 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.
- > Out of hours work may be required.
- > A current SA motor vehicle driver's licence is essential.

### 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 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., 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.

### **The Commission on Excellence and Innovation in Health:**

The Commission on Excellence and Innovation in Health will provide leadership and advice on clinical best practice with a focus on maximising health outcomes for patients, improving care and safety, monitoring performance, championing evidence-based practice and clinical innovation, and supporting clinical collaboration.

The Commission will bring together expertise from clinicians, consumers, health partners and other relevant stakeholders to maximise health outcomes for patients.

## 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:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019		Updated changes to the Criminal Relevant History and Screening.