**COVID-19**

**ROLE STATEMENT**

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| **Role Title:** | Senior Project Officer/ Senior Administration Officer – Various Opportunities |
| **Classification Code:** | ASO5 |
| **LHN/DHW:** | Department for Health and Wellbeing |
| **Division:** | Various |
| **Department/Section/Unit:** | Various |
| **Role reports to:** | Business Manager |
| **Role Created/ Reviewed Date:** | September 2021 |
| **Criminal and Relevant History Screening:** | Working With Children’s Check (WWCC) (DHS)  Aged (NPC)  Vulnerable (NPC)  General Probity (NPC) |
| **Immunisation Risk Category Requirements:** | Category A (direct contact with blood or body substances)  Category B (indirect contact with blood or body substances)  Category C (minimal patient contact) |
| **Direct Reports** | Nil |
| **Delegations** | Nil |

**ROLE PURPOSE:**

The Senior Project Officer/ Senior Administration Officer reports to the Business Manager and is required to work under limited direction. This may include outcomes achieved by the agency, or the functions to coordinate a range of agency functions.

The role will be accountable for the following tasks but not limited to:

* Monitoring, and providing expert advice on, administrative or project subject matter.
* Developing and maintaining links with other staff in other functional areas, SA Health staff and agency liaison officers in regards to support that can be provided to SA Health.
* Proving expert advice, input and guidance to the business regarding Ministerial briefings and associated correspondence.
* Developing and utilising relationships with internal and external stakeholders to progress public health priorities as they relate to COVID-19.
* Ensuring the provision of consistent, strategic, high quality, appropriate, timely and responsive services, including administrative and project support advisory services to leadership.

**KEY RELATIONSHIPS/INTERACTIONS:**

Internal

* Reports to the Business Manager;
* Works collaboratively with Divisional Administration Officers, Business and Service Support, and external providers as required;
* Fosters close working relationships with key departmental stakeholders, including Department for Health and Wellbeing (DHW) and Local Health Network (LHNS).

External

* Members of public, Local Health Network staff, SA health employees, local, State and Commonwealth Government agencies, contractor and external stakeholders.

**CHALLENGES ASSOCIATED WITH THE ROLE:**

* Working in a fast-paced environment characterised by complexity, innovation and change.
* Managing sensitive information.
* Working in an emerging and rapidly changing public health response what is highly impactful to human health whilst being mindful of political and economic sensitives.
* When a critical even occurs, the incumbent will be required to assist with tasks with fall outside of the day to day business.

**SPECIAL CONDITIONS:**

* May be required to participate in an after-hours on-call roster/some out-of-hours work.
* Intrastate/interstate travel may be required.
* Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

**KEY RESULT AREAS AND RESPONSIBLITIES**

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| **Key Result Areas** | **Major Responsibilities** |
| Delivers administrative and / or project support | * Provide expert advice and assistance to the leadership in planning and prioritising of work to meet function objectives. * Provide advice, analysis and support to the development, delivery and review of administrative and project support process, policies and procedures. * Undertake and monitor the maintenance of accurate records via Objective.   Coordinate, monitor and report on the performance of the business function. |
| Provision of information to support policy, planning and evaluation of programs specific to the section or business unit | * Prepare and coordinate briefings and correspondence for the Minister and others on matters relating to the business function. * Prepare and assist with coordinating communications, media alerts, information alerts and promotional materials. * Undertake the dissemination of information to relevant stakeholders in accordance with ethical and legal privacy arrangements. * Develop and maintain relationships with internal and external partners to further enhance SA Health’s disaster resilience capacity and capability to help create a resilient and learning organisation. |
| Correspondence and  documentation of plans | * Provide expert advice and input to the development and implementation of policies, programs, procedures and a quantifiable unit business plan to meet the objectives of DHW, the *South Australian Public Health Act 2011,* the State Public Health Plan and key health strategies. * Support the work of broader DWH by taking evidence-based concepts and formulating into plans, standard operating procedures and other documents to support a planned and standardised approach to work more broadly. * Provide leadership in the management of advisory and other services provided by DWH, and in the development and implementation of systems that contribute to quality control for documents/products that are integrated, accurate, comply with established guidelines, procedures and principles, and have appropriate content and context that is consistent with government policy. |
| Leadership | * Lead by example by living the SA Public Sector Code of Ethics. * Demonstrate initiative by challenging status quo and proactively looking for better ways to improve. * Take ownership of issues and challenges. * Liaise effectively with peers and stakeholders. * To comply and follow SA Public Sector work, health and safety policies and procedures. |

**KEY SELECTION CRITERIA:**

* Understands and is responsive to customer needs and perspectives and provides a professional positive experience while managing outcomes which respect departmental systems, processes, and policies.
* Demonstrates ability to deliver departmental programs under limited direction, and in a timely manner.
* Collaborates with stakeholders to seek and provide informed advice on complex issues to mitigate the agency's risk.
* Demonstrates accountability for managing the timely delivery of departmental programs and projects while maximising the utilisation of resources.
* Demonstrates a quick ability to analyse complex administrative matters and projects, negotiates with stakeholders for recommended outcomes, and provides updated written reports in keeping with the Government's Strategic procedures and directions.
* Proven experience in successfully coordinating and/or implementing, programs, projects, systems, policies and/or services requiring the efficient utilisation of resources and where required.
* Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
* High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
* Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
* Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
* Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with employee and stakeholders.

**INCUMBENT ROLE ACCEPTANCE**

Employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements (refer to Induction and Orientation intranet page).

I have read and understood the responsibilities associated with role as outlined within this document.

**Name: Signature:** **Date:**

**Manager Name: ………………… Role Title:**

**Signature: Date:**

**Version control and change history**

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| **Version** | **Date from** | **Date to** | **Amendment** |
| V1 | 01/09/2021 |  | Original version. |