

i can

...do something  
more meaningful



## SA Health Job Pack

Job Title	Research Officer
Eligibility	Open to Everyone
Job Number	856109
Applications Closing Date	6 February 2024
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Medical Services Unit
Location	Berri
Classification	ASO5
Job Status	Temporary Full Time (up to 31 March 2025)
Salary	\$84,522 – \$94,003 p.a

## Contact Details

Full name	Paul Worley
Phone number	8226 6112
Email address	paul.worley@sa.gov.au

## 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 B (indirect 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 B (indirect 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title:</b>	Research Officer
<b>Classification Code:</b>	ASO5
<b>LHN/HN/SAAS/DHA:</b>	Riverland Mallee Coorong Local Health Network (RMCLHN)
<b>Hospital/Service/Cluster:</b>	Medical Services Unit
<b>Division:</b>	Riverland Academy of Clinical Excellence (RACE)
<b>Department/Section/Unit Ward:</b>	Research/Administration
<b>Role reports to:</b>	Senior Research Officer
<b>Role Created/Reviewed Date:</b>	December 2023
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" 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 Research Officer is a research focused appointment in the Riverland Academy of Clinical Excellence (RACE). Working with the Executive Director of Clinical Innovation, and other existing research staff, the Research Officer will assist in the development and support of increased research capacity and impact in the LHN.

RACE is an initiative of the RMCLHN that aims to bring the benefits of integrated education, research and clinical service to the people we serve in our region. It is also the vehicle for the LHN to become recognised as a centre of excellence in rural health.

Through targeted collaborations and proactive investment, RACE will enable the LHN to take responsibility for training its clinical and support workforce, for creating an evidence base for care, and for implementing a culture of continuous quality improvement. This will contribute to the LHN delivering on the value-based care pillars of improved population health, cost-effectiveness, patient satisfaction and clinical engagement.

Reporting to the Senior Research Officers, the Research Officer is responsible for assisting in the collaboration and negotiation of partnerships with external researchers and consumers. The Research Officer will assist in providing project management, data collection and analysis written reports, and input in research planning sessions and support to training activities for staff and students in the RMCLHN. Specifically, the incumbent will manage two qualitative research projects. They will have a sound understanding of ethical considerations required within research.

The Research Officer position provides an opportunity for the incumbent to further develop their research career, to increase research capacity in their LHN colleagues, and to make a difference to the lives of people living in rural areas.

### Key Relationships/ Interactions:

Internal

- > Reports to the Senior Research Officer
- > Works closely in supporting the Executive Director of Clinical Innovation
- > Works closely with RMCLHN clinicians, trainees and students interested in research
- > Liaises with other members of the RMCLHN Executive.

External

- > Collaborating researchers and clinical research groups, including those in the three SA public Universities, SAHMRI and other SA Health sites
- > Clinicians outside RMC
- > Research funding bodies
- > Health Translation SA
- > Research Governance Support provided by the Rural Support Services (RSS)
- > Ethics Committees within SA Health, the three SA Universities and in other institutions nationally and globally.
- > NGOs, community health services, private health services

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Prioritisation of own work to ensure on time delivery of research outcomes, particularly in the context of multi-disciplinary responsibilities and potentially multiple competing demands on the incumbent's time.
- > Successful engagement with stakeholders, including influencing them to provide information and input in relation to research requirements in a timely manner.
- > Working in a small team and building a new set of research capabilities and culture within a rural LHN.
- > Effective engagement with external stakeholders who are not accustomed to working with a rural LHN in a research capacity.
- > Effective engagement of participants for research
- > Communicating to the public about the importance of research and the impact of our research.

**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 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.

### 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.*
- > *Apply 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 consumer 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:

Riverland Mallee Coorong LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Riverland Mallee Coorong 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 or from an accredited CrimTrac Provider for Aged Care Related Work, confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 (and pursuant to the National Disability Insurance Scheme - Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory National Disability Insurance Scheme (NDIS) Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > NPCs must be renewed every 3 years thereafter from date of issue.
- > WWCCs and NDIS Worker Screening Checks 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.
- > Some out of hours work may be required.
- > A current Class 'C' drivers' licence and willingness to drive.
- > May be required to undertake some intra or interstate travel which may require the incumbent to be away from home.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Research Output and Impact</b>	<ul style="list-style-type: none"> <li>&gt; Assist in the coordination to support grant writing to attract external research funding to the LHN, including through external collaborations.</li> <li>&gt; Collaborate and negotiate partnerships with external researchers for access to LHN sites for appropriate clinical and other research in conjunction with the Senior Research Officer</li> <li>&gt; Assist in the overseeing and support with clinicians, trainees and students interested in research to successfully undertake meaningful research projects within the LHN.</li> <li>&gt; Assist the Senior Research Officer in leadership on the development and implementation of engagement and communications plans and strategies to connect and promote research activity to rural patients, including Aboriginal and Torres Strait Islander people, and contribute to the building of a recognisable brand for research within RMCLHN.</li> <li>&gt; Assist in the enhancement of the research publication output of the RMCLHN.</li> <li>&gt; Assist with the running of focus groups and workshops.</li> <li>&gt; Analyse data related to focus group research, predominantly qualitative.</li> <li>&gt; Report results from research to relevant funding bodies, stakeholders and academic journal.</li> </ul>
<b>Research Management</b>	<ul style="list-style-type: none"> <li>&gt; Assist the Senior Research Officer in leading efficient and successful ethics processes and applications for research conducted in the RMCLHN (note that the RMCLHN does not intend to have its own Ethics Committee, but rather utilise already established Committees in other LHNs)</li> <li>&gt; Assist in the establishment and maintenance of professional engagement with researchers and rural clinicians to facilitate effective communication flows, support the delivery of client centric services and address issues and risks, whilst increasing participation in research.</li> <li>&gt; In all interactions model and promote a responsive, customer focused service and performance driven culture.</li> </ul>
<b>Research Support and Data Management</b>	<ul style="list-style-type: none"> <li>&gt; Participate in the planning, implementation, and maintenance of data collection and analysis systems in support of research coordination and the collection and analysis of research data.</li> <li>&gt; Participate in the coordination, monitoring and review of the day-to-day operation of research and data collection activities.</li> <li>&gt; Support research training activities for staff and students in the RMCLHN</li> <li>&gt; Participate and present in research planning sessions including attending research meetings, journal clubs, grand rounds and seminars and providing recommendations on research directions and potential research technologies.</li> <li>&gt; Actively participate in regular research team meetings.</li> <li>&gt; Contribute to other LHN and stakeholder meetings as required.</li> </ul>
<b>Administration Support</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to the dissemination of new knowledge, including new studies and the harmonising of relevant processes across Australia.</li> </ul>

## OFFICIAL

	> Work autonomously, establish priorities and work as an effective member of a team to successfully contribute to RACE organisational objectives.
--	---



## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Bachelor degree or equivalent is highly desirable.

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

- > Strong analytical capabilities.
- > Demonstrated ability to apply attention to detail Highly developed interpersonal and communication skills to foster co-operation and negotiate with multidisciplinary team members, stakeholders, and clients.
- > Demonstrated high level written communication skills.
- > Self-motivated and able to operate independently and as a member of a team.
- > Proven ability to be resourceful, to problem solve and make decisions independently.
- > Proven ability to prioritise workloads and meet timelines.
- > Strongly align with RMC CARES values.

#### **Experience**

- > Capability to conduct and publish quality research relevant to rural health care.
- > Significant experience in assisting in the designing, development, implementing and evaluating support services for novel research programs and including applying and reviewing appropriate research ethics and governance processes and procedures.
- > Experience in developing engagement and communications plans and strategies which accelerate research activity and establish effective working relationships with stakeholders including executives, clinicians, investigators and sponsors/funders across public sector agencies, nongovernment agencies, and tertiary institutions.
- > Demonstrated experience in maintaining data collection and analysis systems, assisting in coordinating, monitoring, and reviewing research and data collection activities and ensuring research is conducted in compliance with the relevant standards.

#### **Knowledge**

- > Demonstrated knowledge of research methods, planning, administration and reporting methodologies, project management principles and processes and knowledge of relevant government policies and agency procedures.
- > Demonstrated understanding of roles, responsibilities, and organisational arrangements for the delivery of health care within the South Australian health system including both models of health service delivery in regional, rural and remote communities and future directions in the use of technology to facilitate service delivery.

### **DESIRABLE CHARACTERISTICS**

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

- > PhD or equivalent
- > A Tertiary Qualification relevant to Clinical Research

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

- > Demonstrated ability to negotiate complex contracting arrangements.

#### **Experience**

- > Demonstrated experience of working in a regional, rural, or remote setting.
- > Effective grant writing skills

## Knowledge

- > Demonstrated understanding of current rural health research priorities, infrastructure and capacity, barriers to rural health research, and strategies to overcome these barriers.
- > Significant knowledge of, and commitment, to the National Health and Medical Research Council, National Statement on Ethical Conduct in Human Research, the Australian Code for the Responsible Conduct of Research, ICH GCP guidelines and SA Health research directives/policies.
- > Qualitative data collection and analysis skills
- > Be able to articulate Aboriginal world views and how they impact on research.

## 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 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 Local Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Riverland Mallee Coorong Local Health Network, South East 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 general practitioners and other providers.

### Office for Research – Regional Clinical Trials Coordinating Centre:

The Office for Research is positioned in the Office of the Chief Medical Officer within the System Leadership and Design division, SA Department for Health and Wellbeing. The Office for Research is a Statewide Service that provides coordination and oversight of health and medical research strategy and policy for SA Health.

Research Clinical Trials Coordinating Centre will provide operational support across SA and NT to ensure that regional, rural and remote hospital sites have the opportunity, capacity and capability to be involved in clinical trials.

### Health Network/ Division/ Department:

The Riverland Mallee Coorong Local Health Network (RMCLHN) provides a wide range of public acute, community health care and residential aged care to consumers of the catchment area. The level and nature of these services is based on clinical need, service demand and government priorities.

RMCLHN aims to ensure healthier, longer and better lives for all South Australians through a comprehensive and sustainable health system. RMCLHN works to achieve these aims by strengthening primary health care, enhancing hospital care, reforming mental health care, improving the health of Aboriginal Australians and providing a comprehensive range of aged care services to rural residents.

## Values

### RMCLHN Values

RMC CARES is both a statement in itself and also represents our values as an organisation.

- Respectful  
We treat everyone as equals and value each other's sense of worth
- Motivated  
We are driven to excel and provide the best quality care to our consumers and communities, when and where they need it
- Compassionate  
We take care of others and act with kindness, empathy, patience and understanding, in all that we do
- Consumer Focused  
We partner and collaborate with consumers, their families, carers and communities to ensure the planning, delivery and evaluation of our health services is tailored to their needs
- Accountable  
We are dedicated for fulfilling duties and obligations as a public health service, and endeavor to act with honesty and integrity in all that we do
- Resourceful  
We are agile, adaptable and able to deal skillfully, creatively and promptly with new situations and challenges
- Excellence  
We strive to continually improve and redefine processes, exceed standards and expectations, and deliver access to high quality contemporary care for people in our communities
- Service  
We serve people and our communities courteously, fairly and effectively.

### Integrity Statement

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

### 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:**