



ROLE DESCRIPTION

Role Title:	Senior Policy Officer
Classification Code:	ASO6
Agency:	Preventive Health SA
Division:	Population Health
Team:	Tobacco and E-Cigarettes
Role reports to:	Manager Tobacco and E-Cigarettes
Role Created/ Reviewed Date:	May 2024
Criminal and Relevant History Screening:	<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)
Immunisation Risk Category Requirements:	<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:

- > The Senior Policy Officer contributes to and co-ordinates key aspects of the State Government's strategic policy and program development in tobacco and e-cigarette control by providing expert advice and consultancy concerning existing research, legislation and policy. This includes preparing ministerial briefings and cabinet submissions, as well as monitoring and reporting on the development, funding and progress of programs and the development of innovative approaches.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

Internal

- > The Senior Policy Officer is responsible to the Manager Tobacco and E-Cigarettes and maintains close working relationships with key Preventive Health SA personnel and other members of the Alcohol, Tobacco and Other Drugs Branch. A key aspect of this position includes effective liaison and, where appropriate, negotiation with senior staff within Preventive Health SA.

External

- > The Senior Policy Officer is required to liaise with partners and stakeholders in state and national government departments or agencies, non-government agencies and representatives from key stakeholder communities. The Senior Policy Officer will have the ability to build and maintain effective relationships with partners and stakeholders in order to ensure the effective delivery of tobacco and e-cigarette control initiatives.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Critically analysing tobacco and e-cigarette control related programs, policy, research and evaluation, within South Australia, nationally and internationally to provide high quality advice on opportunities for program enhancement, legislative changes and practices to relevant key stakeholders, including identifying current and future tobacco and e-cigarette control related topical issues.
- > Ensuring tenders for services are developed and completed within agreed time frames.
- > Assisting in the monitoring and reporting on the progress of a range of state and national strategies including the targets in the South Australian Tobacco Control Strategy.

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Information analysis and provision of advice	<ul style="list-style-type: none"> > Providing high-level written and verbal policy advice and contributing to the development of tobacco and e-cigarette control planning and policy matters at a state level. > Staying informed of and critically analysing tobacco and e-cigarette control related policy, research and evaluation, within South Australia, nationally and internationally, including identifying current and future tobacco and e-cigarette control related topical issues. > Assisting in the monitoring and reporting on progress of a range of state and national strategies, particularly the South Australian Tobacco Control Strategy. > Co-ordinating key aspects of legislative amendment and implementation processes in tobacco and e-cigarette control, through evidence-based planning, consultation and collaboration. > Co-ordinating strategic partnerships and liaison with key stakeholders. > Preparing responses to parliamentary questions, ministerial briefing papers, submissions, reports and preparing background and briefing papers to inform and facilitate the decision-making process. > Preparing reports, briefing papers and submissions to assist change, policy and planning.
Tobacco and e-cigarette control program reporting	<p>Facilitating the effective delivery of Preventive Health SA funded tobacco and e-cigarette control programs by:</p> <ul style="list-style-type: none"> > Ensuring that the timely financial and activity reporting requirements for tobacco and e-cigarette control funded programs are delivered to a high standard in line with service agreements.
Project planning, reporting implementation and evaluation	<p>Facilitating the effective delivery of Preventive Health SA funded tobacco and e-cigarette control programs by:</p> <ul style="list-style-type: none"> > Coordinating tobacco and e-cigarette control projects, as directed by the Manger Tobacco and E-Cigarettes. > Working collaboratively to develop, implement and facilitate evaluation of tobacco and e-cigarette control projects. > Assisting to ensure tenders for services are developed and completed within agreed time frames.

<p>Collaboration</p>	<p>Work effectively as part of the Tobacco and E-cigarette team to deliver consistent outcomes in a collaborative way. Assist the Unit to function in a cohesive way that has collective knowledge of functions and collective responsibility for risk minimisation, quality control, and expedient and efficient workflow practices by:</p> <ul style="list-style-type: none"> > Participating in team meetings. > Contributing to identifying and attending to training requirements. > Assisting in identifying, developing, implementing and reviewing new and existing processes and procedures. > Acting for the Manger Tobacco and E-Cigarettes from time to time.
<p>Preventive Health SA policy, directives and guidelines</p>	<p>Contribute to and comply with Preventive Health SA policy, directives and guidelines through:</p> <ul style="list-style-type: none"> > Ensuring familiarity with and acting in accordance with Preventive Health SA and other relevant policies, procedures and guidelines. > Utilising research data on current best practice in tobacco and e-cigarette control and incorporating findings into daily practice. > Assisting in the drafting or review of guidelines and procedures. > Contributing to/ participating in Preventive Health SA approved research/evaluation projects.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Strong analysis and writing skills to effectively communicate policy positions and recommend options for programmatic and policy enhancement.
- > Communicate, consult and negotiate effectively to develop and maintain sound working relationships with a wide range of stakeholder groups and individuals, including community-based organisations.
- > Exercise initiative to determine priorities, plan and organise own workload and meet tight deadlines, and an ability to work both independently and within a team.
- > Resolve conflict, think creatively, solve sensitive problems and conduct difficult negotiations, cognisant of potential implications.
- > Proven ability to work constructively in a team to support the achievement of outcomes by the Tobacco and E-cigarette team.

Experience:

The successful applicant must have demonstrated to a high level, proven experience and successful performance in the following areas:

- > Analysis and reporting on research literature, reports and other documents, to inform the development and presentation of policy recommendations or options.
- > Highly developed writing skills – able to create relevant and professional documents including ministerial briefings, submissions, correspondence and reports.
- > Project management – Implementing health promotion strategies in different settings, for different population groups and in relation to different health issues, from concept to successful completion.
- > Experience in successfully managing service agreements and budgets.

Knowledge:

- > Policy development and project management.
- > Knowledge of research and evaluation techniques
- > Public health theory and practice

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Tertiary qualifications in public health, social sciences, communications or marketing are desirable but not mandatory.

Personal Abilities/Aptitudes/Skills:

- > Experience in writing academic level reports and/or other publications in population health.
- > Experience in co-ordinating legislative amendment processes, including preparing Cabinet Submissions and working with Parliamentary Counsel on legislative drafting.

Experience:

- > Experience in planning, implementing and facilitating the evaluation projects and programs.

Knowledge:

- > Knowledge of the latest tobacco and e-cigarette control evidence and state and national tobacco control policy.

Special Conditions:
<ul style="list-style-type: none"> > It is mandatory that no person, whether or not already working in Preventive Health SA, may be appointed to a position in Preventive Health SA unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the <i>SA Health Criminal and Relevant History Screening Policy Directive</i>. > For appointment in a Prescribed Position under the <i>Child Safety (Prohibited Persons) Act (2016)</i>, 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 <i>Child Safety (Prohibited Persons) Act (2016)</i>, 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 <i>Accountability Principles 2014</i> issued pursuant to the <i>Aged Care Act 1997 (Cth)</i>. > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

General Requirements:
<p>All Preventive Health SA 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:</p> <ul style="list-style-type: none"> > <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements. > <i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. > Meet immunisation requirements as outlined by the <i>Immunisation for Health Care Workers in South Australia Policy Directive</i>. > 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.
- > Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all Preventive Health SA practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

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 the Public Sector values and strategic directions of Preventive Health SA.

Handling of Official Information:

By virtue of their duties, Preventive Health SA employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Preventive Health SA 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.

Preventive Health SA employees will not misuse information gained in their official capacity.

Preventive Health SA 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:

Preventive Health SA 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 regarding acceptable workplace behaviour.

Resilience:

Preventive Health SA employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Established as an attached office to the Department for Health and Wellbeing, Preventive Health SA will lead innovative system change to embed prevention across the life course and disease continuum, to improve physical, mental and social wellbeing and reduce the preventable burden of disease. Using a population health approach, Preventive Health SA will lead community-wide action on the determinants and risk factors of good health and wellbeing and models for care in the community.

Preventive Health SA will:

- Lead – provide system leadership in prevention, the collection and use of data and evidence to inform practice and out of hospital strategies and services.
- Commission – fund approaches and services for prevention, health promotion and hospital avoidance.
- Partner – work collaboratively with community and stakeholders to impact health and wellbeing and coordination of care.
- Deliver – support the implementation of evidence-based approaches for health promotion and integrated community-based health care.
- Prioritise – focus on priority settings and priority population groups who experience poorer health outcomes and are at higher risk of preventable hospital admissions.

Our Legal Entities:

Preventive Health SA has been proclaimed as an attached office to the Department for Health and Wellbeing, under the *Public Sector Act 2009*. The Chief Executive Preventive Health SA is responsible to the Minister for Health and Wellbeing.

Preventive Health SA works with other legal entities of SA Health including (but not limited to) the Department for Health and Wellbeing, Local Health Networks and SA Ambulance Service Inc.

Preventive Health SA Challenges:

South Australians generally experience good health and wellbeing with one of the safest and most advanced health systems in the world. However, like the rest of Australia and many other countries, South Australia is faced with significant challenges with an increasing and changing burden of disease and increasing health system demand, which has resulted in high utilisation of hospital services and rising health care costs.

Preventive Health SA is leading a dedicated program of prevention work to support the health and wellbeing of all South Australians.

Through the delivery and implementation of evidence-based policy and programs, Preventive Health SA is working to improve health outcomes and reduce health inequities for South Australian communities with a focus on the following priority areas of prevention: obesity; tobacco control; vaping; alcohol and other drugs; mental health and wellbeing; suicide prevention; the determinants of health.

Division:

Population Health Division

The Population Health Division develops, implements and measures the impact of whole of population health strategies and actions to improve the health and wellbeing of South Australians. The Division utilises policy, strategy and legislative approaches to progress key programs of work including those related to: Alcohol, Tobacco and Other Drugs, obesity prevention including food systems and physical activity, mental wellbeing, suicide and injury prevention, as well as measures that address the determinants of health. The Division works across government portfolios to achieve a Health in All Policies approach and collaborates with the Aboriginal Health and Health Equity Division to share knowledge and experience in key risk factor areas.

Values

South Australian Public Sector Values

The public sector values have been developed to make it easier for us to work together by forming a culture and a vision that we all share.

- > Service – we proudly serve the community and Government of South Australia
- > Professionalism – we strive for excellence
- > Trust – we have confidence in the ability of others
- > Respect – we value every individual
- > Collaboration and engagement – we create solutions together
- > Honesty and Integrity – we act truthfully, consistently and, fairly
- > Courage and tenacity – we never give up
- > Sustainability – we work to get the best results for current and future generations of South Australians

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.

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 Preventive Health SA.

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 the role, the organisational context and the values as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V2	May 2024	Current	Updated to reflect establishment of Preventive Health SA structure effective 1 July 2024 position P54223 & P54222
V1		Feb 2024	Original version