



ROLE DESCRIPTION

Role Title:	Policy and Project Officer
Classification Code:	ASO5
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	
Division:	Health Protection & Regulation
Department/Section / Unit/ Ward:	Clinical Regulation Branch
Role reports to:	Manager - Clinical Regulation Policy & Licensing
Role Created/ Reviewed Date:	October 2023
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:

This position works closely with Clinical Regulation Policy Officers and Drugs of Dependence Unit to coordinate and undertake a range of functions and services that deliver administrative and legislative activities efficiently and effectively to support the operation and of **ScriptCheckSA**.

The key functions of this role include:

- > Plan, coordinate and monitor a range of projects to support the continuous improvement of **ScriptCheckSA** and the national Real Time Prescription Monitoring Program (RTPM).
- > Provide administrative support for **ScriptCheckSA** boards, committees and working groups, and manage or participate in inter-agency committees, State and National working groups and project teams involving other SA government agencies; interstate and Commonwealth agencies; State and National industry and industry bodies and State and National public health and consumer groups.
- > Provide responsive, high-quality governance, data analysis, reports, communications and specialist advice about **ScriptCheckSA** and the national RTPM.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

Internal

- > Accountable to the Director Clinical Regulation Branch
- > Reports to Manager - Clinical Regulation Policy & Licensing
- > Works collaboratively with team leaders, managers, health practitioners and other staff in the Clinical Regulation Branch, Health Protection and Regulation and across the Department and Local Health Networks
- > Some contact with the Office of the Chief Executive.
- > Some contact with the Office of the Minister for Health and Wellbeing.

External

- > The position will develop and maintain effective relationships with senior officers of interstate and Commonwealth governments
- > National medical, pharmacy and other relevant health practitioner professional bodies, regulatory and law enforcement agencies; and with key consumer stakeholders and representative bodies.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing high quality, well researched and balanced advice about **ScriptCheckSA** and RTPM, in a way that can be easily understood.
- > Working with State and Commonwealth governments and relevant stakeholder groups to achieve consistent approaches to regulation.
- > Undertake and be responsible for a range of duties, with limited supervision.

Delegations:

- > *Nil*

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Policy Development and Stakeholder Relations	<ul style="list-style-type: none"> > Developing, implementing, assessing and reviewing legislation, regulatory policy, agreements and liaison mechanisms between the department and commonwealth and inter/intra state agencies. > Build effective working relationships within SA Health, with other state and national agencies, professional bodies, and other relevant stakeholders to deliver quality and timely services. > Establish and lead effective stakeholder engagement and consultation committees with: <ul style="list-style-type: none"> o end users (prescribers and pharmacists, DDU), both within SA Health and the private sector. o professional bodies (eg. RACGP, PSA, Pharmacy Guild). o advocacy groups (eg. ScriptWise).
Advisory Outcomes	<ul style="list-style-type: none"> > Provide quality, timely and professional advice about complex, sensitive and potentially controversial operational and regulatory matters involving ScriptCheckSA and the national RTPM.

	<ul style="list-style-type: none"> > Work collaboratively with, and seek advice from, subject matter experts in SA Health, and externally, on specific technical items. > Consulting with and providing support to various relevant state and national committees, the Department and other government departments and associated stakeholders. <p>Providing executive support and convening meetings and working groups as required.</p>
Project Management	<ul style="list-style-type: none"> > Use a strategic project management approach. > Plan, develop and complete project work, inclusive of project briefings, scoping, evaluation, stakeholder consultation, data analysis and report writing. > Develop, implement, assess and review national and state-wide policy, programs and projects. > Solve problems; evaluate alternative solutions and make recommendations to support the operation of ScriptCheckSA.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to communicate effectively verbally and in writing, positively influencing stakeholders.
- > Proven ability to prepare high level documents such as briefings, consultation material, internal memorandums, and research papers.
- > Ability to analyse and assess sensitive and confidential information from a range of sources, including where documents may have a high level of political, legal, commercial or media sensitivity.
- > Demonstrated ability to plan, schedule work activities, meet tight deadlines and work with limited supervision.
- > Proven ability to use initiative and work collaboratively with a range of stakeholders to resolve complex issues in an innovative and creative way.

Experience

- > Experience in planning and managing projects.
- > Demonstrated experience working collaboratively with a wide range of people, building productive working relationship with peers, other work colleagues and stakeholders.

Knowledge

- > General understanding of good regulatory practice, including compliance and enforcement principles.
- > Knowledge of **ScriptCheckSA** and the national RTPM.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > relevant tertiary qualification or certification in Project Management or equivalent experience
- > Appropriate tertiary or post graduate qualification in policy, law, pharmacy or related discipline.

Experience

- > Experience with state and national committees and working groups.
- > Experience in undertaking research designed to support decisions related to policy and legislative reform.

Knowledge

- > General knowledge of the *Controlled Substances Act 1984* and related Regulations.

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 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.

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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

Health Network/ Division/ Department:

The Health Licensing Unit is part of the Health Protection and Licensing Services (HPLS). HPLS is within the Health Regulation and Protection Division and supports SA Health's vision: The best health for South Australia through keeping people healthy by preventing illness and injury and promoting health. This is done using a variety of tools including the administration of a range of public health legislation assigned to the Minister for Health and the development of policies, plans, strategies and programs designed to further the objectives of keeping people healthy by preventing illness and injury and promoting health. Health Protection and Licensing Services is also the primary interface with the Governments of the Commonwealth and other States and Territories on significant national public health policies and strategies.

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.

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.

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	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019	1/5/2021	Updated legal entities to include new regional LHN's.
V8	1/5/2021		Updated Role Context, Key Result Area and Responsibilities, Knowledge, Skills & Experiences and Health Network/ Division/ Department. This position is now within Health Protection and Licensing Services, Health Regulation and Protection Division.