



## ROLE DESCRIPTION

<b>Role Title:</b>	Principal Policy Officer
<b>Classification Code:</b>	ASO7
<b>Agency:</b>	Preventive Health SA
<b>Division:</b>	Aboriginal Health and Health Equity
<b>Team:</b>	Priority Populations
<b>Role reports to:</b>	Manager, Priority Populations
<b>Role Created/ Reviewed Date:</b>	June 2024
<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:

- > Lead key policy projects on behalf of the Priority Populations Branch, such as Preventive Health SA's contribution to the statewide Anti-Racism Strategy Implementation.
- > Plan, develop, coordinate and deliver complex prevention, promotion, health communication and education approaches to develop and deliver universal and targeted prevention strategies and critical programs to move towards equitable health outcomes in Priority Populations.
- > Provide expert advice and input to the development and implementation of public health policies, programs, procedures and a quantifiable unit business plan to meet the objectives of Preventive Health SA, the *South Australian Public Health Act, 2011*, the State Public Health Plan, Preventive Health SA Strategic Plan 2020-2025, and other key health strategies.
- > Develop and utilise relationships with stakeholders across State Government, the non-government sector, university sector and private enterprises to facilitate the complex engagement of stakeholders that progresses public health priorities.
- > Work with, support and provide expert public health consultancy services to State Government Departments, Local Councils and other health partners to support improved population health outcomes at State, regional and local levels.
- >

### Key Relationships/ Interactions:

#### Internal

- > The position will work closely with officers throughout Preventive Health SA, particularly the Aboriginal Health and Healthy Equity Division and the Population Health Division.

#### External

- > Significant working relationships with State Government agencies, Local Government, Non-Government organisations (NGOs), and Primary Health Networks.

- > Liaison and maintenance of relationships with key working groups, and representative organisations at State and National level, with Australian Government agencies, tertiary institutions and key community stakeholders relevant to priority populations.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Developing and sustaining inter-sectoral partnerships across all levels of government.
- > Developing, delivering and supporting high level processes that facilitate the implementation of cross cutting agendas for public health action involving multiple stakeholders.
- > Implementing priority driven, focussed public health action in a dynamic and changing environment

**Delegations:**

- > Nil

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Partnerships: Public Health Policy, Planning and Programs	<ul style="list-style-type: none"> <li>&gt; Lead key policy projects on behalf of the Aboriginal Health and Healthy Equity Division, such as Preventive Health SA's contribution to the Statewide Anti-Racism Strategy Implementation.</li> <li>&gt; Plan, develop, coordinate and deliver complex prevention, promotion, health communication and education approaches to improve public health outcomes.</li> <li>&gt; Provide expert advice and input to the development and implementation of public health policies, programs, procedures and a quantifiable unit business plan to meet the objectives of Preventive Health SA, the <i>South Australian Public Health Act, 2011</i>, Preventive Health SA Strategic Plan 2020 – 2025, the State Public Health Plan and other key health strategies.</li> <li>&gt; Work to address health inequities and support disadvantaged groups including culturally and linguistically diverse, LGBTQIA+ and regional communities.</li> <li>&gt; Work with, support and provide public health expertise to a range of organisations including Local Health Networks, local government, other State government departments, NGOs, the private sector and other areas of public health to lead, develop and implement coherent population health prevention and promotion plans, policy development, partnerships and strategies.</li> <li>&gt; Develop and utilise relationships, including through Public Health Partnership Authority agreements, across State Government, the non-government sector, university sector and private enterprises to facilitate the complex engagement of stakeholders that progresses public health priorities.</li> <li>&gt; Contribute to the identification, support and facilitation of workforce development opportunities, in consultation with stakeholders, for Preventive Health SA, SA Health staff, State and Local Government employees.</li> </ul>

<p>Health System Interface</p>	<ul style="list-style-type: none"> <li>&gt; Liaise and collaborate with the wider health care system, including Local Health Networks and Primary Health Networks, to coordinate the implementation and reporting of activities related to targeted prevention and key health promotion strategies.</li> <li>&gt; Develop and implement high level processes that facilitate and coordinate the integration of public health planning and health care planning across the health system where relevant.</li> <li>&gt; Support high level processes associated with the development of relationships with Public Health Partners (including Primary Health Networks and Local Health Networks) to strengthen primary prevention links to relevant state and local public health plans and priorities.</li> <li>&gt;</li> </ul>
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> <li>&gt; Deliver customer focussed service provision and activities through an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.</li> <li>&gt; Support and contribute to the implementation of organisational improvement and change initiatives.</li> <li>&gt; Develop, support and maintain a positive work culture which is based on Preventive Health values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Promote the integration of Health in All Policies philosophy, understanding and practice into local and state government policy and programs.</li> <li>&gt; Undertake complex research to develop departmental high quality and succinct documents, correspondence, and briefings that contribute to the evidence base and promote population health outcomes.</li> <li>&gt; Guide and develop an understanding, amongst internal and external stakeholders, of the <i>South Australian Public Health Act, 2011</i> and other relevant public health and related legislation to apply the objectives and principles of the <i>South Australian Public Health Act, 2011</i> contained within the Act.</li> <li>&gt;</li> </ul>
<p>Relationships and Advice</p>	<ul style="list-style-type: none"> <li>&gt; Contribute public health consultancy as required to the development, planning, implementation, evaluation and coordination of relevant components of strategic and operational Preventive Health and departmental plans.</li> <li>&gt; Liaise, collaborate and build relationships with key internal and external stakeholders to inform, guide and support the development of Preventive Health SA strategies and services.</li> <li>&gt; Participate on relevant internal and external committees, forums and working groups to provide expert advice, and to promote government and Preventive Health SA policy and positions for public health planning and prevention issues.</li> <li>&gt;</li> </ul>

## Knowledge, Skills and Experience

### Educational/Vocational Qualifications:

- > Nil

### Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to actively seek out, engage and develop productive relationships with relevant stakeholders to influence healthy public policy and advocate for effective health improvement activity using the understanding of an organisations operations, cultures and perspectives.
- > Demonstrated ability to discuss and verbally present complex and/or sensitive public health concepts and issues effectively to a range of stakeholders and populations that takes into consideration cultural and other differences by using appropriate resources, techniques and technologies.
- > Proven ability to utilise strategic and systems thinking and apply high level diplomacy, initiative, negotiation, conflict resolution and facilitation skills in working successfully with colleagues and in partnership with other agencies or organisations on complex problems.
- > Demonstrate highly developed written skills including the ability to interpret health information and produce succinct reports and briefings that reflect critical thinking and persuasive arguments within short timeframes.

### Experience:

- > Experience in working with a range of partners and stakeholders to plan, implement and evaluate multi-strategy preventative health interventions and education programs and processes for diverse populations.
- > Experience in contributing evidence-based advice and input into policy in different spheres of government which have a bearing on population health.
- > Experience in undertaking a range of high-level research and analysis in finding relevant and appropriate sources of information, assessing its quality and usefulness and identifying the strengths and weaknesses of public health strategies and interventions directed at populations.
- > Experience in developing and implementing capacity building strategies for public health planning, as described in the South Australian Public Health Act, 2011, and recognising and fostering potential and emerging leadership competencies within a team.
- > Experience in identifying the scope and requirements of procurement processes and/or population health projects including business case development, risk analysis, quality assurance and communication management requirements to meet time and cost constraints.

### Knowledge:

- > Demonstrated high level current knowledge of population health, chronic disease prevention and management, current Australian public health priorities, policies and initiatives.
- > Demonstrates current knowledge of how the determinants of health (biological, social, cultural, environmental, economic and physical) influence the health and wellbeing of the population and specific population groups.
- > Knowledge of the *South Australian Public Health Act, 2011* and other relevant public health and related legislation, with specific regard to and application of the objectives and principles of the *South Australian Public Health Act, 2011* contained within the Act.

## DESIRABLE CHARACTERISTICS

### Educational/Vocational Qualifications:

- > Degree qualifications in a field relevant to public health e.g. public health; health promotion, social science.

### Personal Abilities/Aptitudes/Skills:

- > N/A

### Experience:

- > Proven experience in high level intergovernmental and intersectoral liaison
- > Proven experience in development and implementation of Public Health Policy.
- > Experience working to support the health and wellbeing of specific population groups such as culturally and linguistically diverse communities, LGBTQIA+ communities, and regional populations.

### Knowledge:

- > N/A

### Special Conditions:

- > 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 *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.

### General Requirements:

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:

- > *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.

- > 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:

Preventive Health SA is established as the state government's health promotion agency to:

- improve the health and wellbeing of all South Australians by reducing the burden of non-communicable conditions and reducing health inequities with a particular focus on vulnerable communities, especially Aboriginal people, and Torres Strait Islanders
- undertake, support, and monitor health promoting strategies and programs designed to improve physical and mental health and wellbeing for all South Australians
- advise the minister and government agencies about ways of preventing illness and promoting health and wellbeing.
- increase awareness of programs designed to prevent ill-health, promote health and wellbeing, and encourage healthy lifestyles and programs,
- collect, monitor and share population level health and wellbeing data.
- undertake or encourage research in all areas of preventive health and wellbeing.

The prevention priorities for Preventive Health SA include obesity, tobacco, vaping, mental health, suicide prevention, alcohol and other drugs, and the determinants of health. These priorities are consistent with the focus areas for prevention action to improve population health and wellbeing, outlined in the National Preventive Health Strategy 2021–2030, endorsed by all Australian Governments.

Preventive Health SA delivers evidence-based primordial and primary prevention actions to improve the health and wellbeing of South Australians by:

- Reducing the burden of non-communicable conditions and their impacts on our health system,
- Reducing health inequities, with a particular focus on priority populations within our State, and
- Increasing evidence-based, cost-effective, and integrated approaches that address the social, cultural, and commercial determinants of health.

### 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 agency prevention priorities.

### Division:

#### Aboriginal Health and Health Equity Division

The Aboriginal Health and Health Equity Division leads, develops and implements measures that reduce health inequity and Close the Gap for Aboriginal health outcomes. The Division is targeted in its focus and utilises approaches including program delivery, community and stakeholder engagement, and targeted



partnerships to achieve outcomes, as well as considering and developing responses to address the social and cultural determinants of health. Its work also covers targeted cancer screening programs to support improved health equity.

Priority populations include Aboriginal and first nations peoples, regional and remote South Australian communities, LGBTIQA+, low socio-economic communities, Culturally and Linguistically Diverse communities and other populations identified through data in liaison with the Epidemiology and Research Division. The Division collaborates with the Population Health Division to provide knowledge and experience in delivering targeted strategies for priority population groups.

## 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		Updated to reflect establishment of Preventive Health SA, position within Priority Populations, and updated organisational context.
V1		Feb 2024	Original version