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## SA Health Job Pack

Job Title	Neurosurgery Research Officer
Eligibility	Open to Everyone
Job Number	728189
Applications Closing Date	19/7/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	GFSc-2
Job Status	Temporary up to 12 months and part-time working 33.75 hours per week
Total Indicative Remuneration	\$92,017/\$105,461 p.a.

## Contact Details

Full name	Melissa Murray
Phone number	8222 1616
Email address	Melissa.murray@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 Communities and Social Inclusion (DCSI) 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 Screening - **DHS**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ 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 A (direct 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 A (direct 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 <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Neurosurgery Research Officer		
<b>Classification Code:</b>	GFSc2	<b>Position Number</b>	P28035
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Neuroscience and Rehabilitation		
<b>Division:</b>			
<b>Department/Section / Unit/ Ward:</b>	Neurosurgery		
<b>Role reports to:</b>	Director Neurosurgery, through the Principal Supervisor of Cerebrovascular Surgery fellowship and Site Principal Investigator of clinical trials conducted in the department of Neurosurgery		
<b>Role Created/ Reviewed Date:</b>			
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

## ROLE CONTEXT

<p><b>Primary Objective(s) of role:</b></p> <p>The Research Officer provides specialist scientific contribution to a range of scientific research and support services, under the professional direction of the principal supervisor of cerebrovascular surgery fellowship. This includes contributing to professional research planning functions, sourcing, analysis and reporting on research data and information, and the maintenance and expansion of existing research networks and clinical trials, information-sharing and the building on research capacity across the neurosurgery units at RAH and WCH. The work that the Research Officer delivers contributes to the achievement of defined objectives, and the testing of stated hypotheses, with the purpose of acquiring and communicating new knowledge of value in the field of health</p>
<p><b>Direct Reports:</b>NIL</p>
<p><b>Key Relationships/ Interactions:</b></p> <p><u>Internal</u>            Position reports to the principal supervisor of cerebrovascular surgery fellowship, RAH &amp; WCH and site principal investigator of clinical trials conducted at RAH &amp; WCH</p> <p>Line manager: Medical Director, Department of Neurosurgery, RAH and WCH</p> <p><u>External</u></p> <ul style="list-style-type: none"> <li>Liaise with Principal Investigators and clinical trials coordinators of the clinical trials that the department is involved in- as required for the effective and smooth running of clinical trials in the department of Neurosurgery</li> </ul>

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>Supporting the professional delivery of scientific research support, and working efficiently to strict timelines, that underpins the achievement of Unit research goals.</li> <li>Contributing effectively to the ongoing management of internal and external relationships that underpin the work of the Unit.</li> <li>Working with a high level of personal and professional integrity and motivation, and support the maintenance of a positive, collaborative and professional team.</li> </ul>

Delegations: NIL
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Special Conditions:
<ul style="list-style-type: none"> <li>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 the a satisfactory current Criminal and Relevant History Screening, as required by the <i>SA Health Criminal and Relevant History Screening Policy Directive</i>.</li> <li>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.</li> <li>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>.</li> <li>Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</li> <li>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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> for Health Care Act employees.</li> <li>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.</li> </ul>

General Requirements:
<p>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:</p> <ul style="list-style-type: none"> <li><i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements.</li> <li><i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.</li> <li>Meet immunisation requirements as outlined by the <i>Immunisation for Health Care Workers in South Australia Policy Directive</i>.</li> <li>Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).</li> <li><i>Children and Young People (Safety) Act 2017 (SA)</i> 'Notification of Abuse or Neglect'.</li> <li>Disability Discrimination.</li> <li><i>Independent Commissioner Against Corruption Act 2012 (SA)</i>.</li> <li><i>Information Privacy Principles Instruction</i>.</li> </ul>

- 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 & 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.

### **Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

<b>Resilience:</b>
SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide a range of expert scientific research services and support, which contributes to the ongoing acquisition of new knowledge of value in the field of health	<ul style="list-style-type: none"> <li>&gt; Participate in professional research planning and implementation functions for the Unit</li> <li>&gt; Coordinate the sourcing of relevant information from libraries, books and journals, electronic information systems and other data sources, and conduct literature and information reviews in the field of scientific competence, which contributes to the delivery of strategically focused research outcomes.</li> <li>&gt; Coordinate and conduct assigned pilot studies that guide and inform determinations relating to the direction specific research projects should move.</li> <li>&gt; Contribute to the development and submission of professional proposals and research grant applications, including developing new techniques and methods, as appropriate, to support the scope of the proposed research.</li> <li>&gt; Undertake the timely and appropriate execution of assigned scientific research, including actively participating in the specialist production of data under close professional supervision.</li> <li>&gt; Coordinate the timely, efficient, comprehensive and accurate maintenance of records relating to the work performed and the results of relevant studies. .</li> <li>&gt; Contribute to the dissemination of new knowledge within the Unit, including drafting reports, abstracts, scientific papers and other instruments, and providing accounts of research undertaken and findings observed.</li> </ul>
Contributes to the provision of specialist scientific advice and support, and the maintenance of effective relationships and networks	<ul style="list-style-type: none"> <li>&gt; Provide specialist support for the maintenance and expansion of existing research networks, information-sharing and the building of research capacity across the Unit.</li> <li>&gt; Liaise effectively with Unit stakeholders, including researchers in other agencies, and provide effective participation in a range of assigned seminars and meetings to support the research objectives of the Unit.</li> <li>&gt; Prepare specialist scientific, briefings, reports and presentations, as directed, to support future planning and directions for research and evaluation across the Unit.</li> </ul>
Contributes to a safe and ethical working environment	<ul style="list-style-type: none"> <li>&gt; Ensure that the research work undertaken within the Unit complies with human ethics, animal ethics, privacy and other appropriate guidelines.</li> <li>&gt; Ensure ongoing compliance with relevant legislation, policies and guidelines, including reporting all incidents, supporting a pro-active approach to risk management, undertaking preventive behaviours and processes, and supporting positive ways to manage work pressures</li> <li>&gt; Ensure that the work undertaken within the Unit complies with institutional and State Government policies on intellectual property.</li> <li>&gt; Ensure the ongoing maintenance of the confidentiality of research proposals and research findings within the Unit.</li> </ul>
Contributes to the effective organisation, operation and continual improvement of the Unit's research programs and objectives	<ul style="list-style-type: none"> <li>&gt; Provide specialist scientific input into the Unit's research and evaluation functions and the identification of associated trends, issues and resources that inform Unit research programs and initiatives.</li> <li>&gt; Work under professional direction to contribute to the implementation,</li> </ul>

	<p>review and maintenance of guidelines, plans, processes and systems, to support the achievement of ongoing standards of rigor and relevance across all evaluations and research conducted.</p> <ul style="list-style-type: none"> <li>&gt; Support assigned scientific research projects, including for the preparation of reports on research findings and a range of relevant data, information and advice from tertiary institutions, networks and other sources.</li> <li>&gt; Coordinate the monitoring and updating of systems, processes and procedures, to support effective knowledge management, information-sharing and continuous improvement.</li> </ul>
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## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Master's degree in a relevant scientific research field

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

- > Well-developed skills in data and information research, extraction, collection, analysis, recording and presentation, including skills in internet based information searches and the utilisation of library resources, and a capacity to undertake database management, statistical analysis, and spreadsheet and graphic presentation.
- > Demonstrate ability to work effectively under professional direction either autonomously or as part of a multi-disciplinary team, and communicate effectively at all levels to achieve positive and effective research outcomes, including displaying competence, initiative, sound judgement, knowledge and professionalism to identify research improvement and opportunities, analyse and solve complex problems, and meet deadlines.

#### **Experience**

- Experience in clinical trials coordination and ensuring clinical trial conduct with Good Clinical Practice (GCP)
- Proven experience in working within a scientific research role, including coordinating projects and research activities, and contributing to the delivery of research planning, policy, reporting and quality management processes.
- Proven experience in coordinating or supporting the delivery of effective scientific research activities and objectives, including contributing, as co-author to scientific published work and/or presentations
- Well-developed experience in using computers and database packages for the recording, analysis and communication of information and data.

#### **Knowledge**

- Sound knowledge of medical and neuroscientific terminology and familiarity with neurosurgical conditions for the purpose of clinical research
- Sound knowledge of confidentiality standards, records practice and procedures
- Expert knowledge of qualitative and quantitative research design methods and practices, and its application and utilisation within a health environment
- Well-developed knowledge of computer based information systems and their application within the health field.



## **DESIRABLE**

### **Educational/Vocational Qualifications**

- A PhD degree for research in a relevant field such as neurosciences

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

- Demonstrate leadership skills and an ability to apply effective and innovative management principles and methods to build staff capacity and achieve high quality results.

### **Experience**

- Successful experience in the conduct of quality research as evidenced by a large body of published work and presentations at scientific conferences and events including publication of systematic reviews and meta-analysis

### **Knowledge**

- Knowledge of state, national and international scientific research and health structures, systems, policies and procedures, and the inter-relationship of various hospital divisions and departments

## 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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.

## 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 CALHN as described within this document.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_