

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Senior Project Officer
Eligibility	Open to Everyone
Job Number	686041
Applications Closing Date	26 July 2019
Region / Division	Department for Health and Wellbeing
Health Service	South Australian Medicines Evaluation Panel (SAMEP)
Location	Adelaide
Classification	PO3 / AHP3
Job Status	Part Time (0.5FTE) / Ongoing Appointment
Salary	PO3:\$93,629-\$99,087 (pro rata)/AHP3:\$96,357-\$103,485 (pro rata)

Contact Details

Full name	Emily Mayger
Phone number	82041942
Email address	emily.mayger@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:

- Child Related Employment Screening - **DCSI**
- 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 - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

- 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 C (minimal patient contact). [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

Role Title:	Senior Project Officer -South Australian Medicines Evaluation Panel (SAMEP)
Classification Code:	AHP3
LHN/ HN/ SAAS/ DHA:	Dept of Health and Ageing
Hospital/ Service/ Cluster	N/A
Division:	System Performance and Service Delivery
Department/Section / Unit/ Ward:	Medicines and Technology Programs (MTP)
Role reports to:	Director - MTP
Role Created/ Reviewed Date:	May 2016

ROLE CONTEXT

Primary Objective(s) of role:

- The Senior Project Officer – SAMEP is a member of the Medicines and Technology Programs Branch participating in the management and administration of projects and programs that promote systematic improvement in the safety, quality and cost effectiveness of healthcare.
- The Senior Project Officer – SAMEP contributes to the safe and effective use of medicines and technologies in South Australia by co-ordinating the activities and resources of the South Australian Medicines Evaluation Panel (SAMEP).
- Activities include planning, developing and undertaking evidence reviews, projects, research, monitoring and analysis in relation to a range of pharmaceutical and therapeutic matters, including administration, development of policies, guidelines and legislation relating to therapeutic goods.

Direct Reports:

> Nil

Key Relationships/ Interactions:

- The Senior Project Officer reports to the Director, Medicines and Technology Programs.
- The Senior Project Officer works closely with the Chair and members of the SAMEP.
- The Senior Project Officer liaises with other members of MTP and related areas including the Executive Officers of South Australian Medicines Advisory Committee (SAMAC) and South Australian Policy Advisory Committee on Technology (SAPACT) and the South Australian Formulary Committee.
- The Senior Project Officer develops and maintains collaborative relationships with key SA Health stakeholders including Local Health Network DTCs, SA Pharmacy, SA Health clinicians, Finance, and statewide services.
- The incumbent will be required to work in consultation with other government agencies and committees including the Therapeutic Goods Administration, PBAC, national and jurisdictional medicines and technology committees.
- The incumbent is required to develop and maintain close relationships with other relevant external agencies such as research institutions, private industry, professional and industry associations and consumer organisations with an interest in medicines and health technologies.

Challenges associated with Role:

Major challenges currently associated with the role include:

- The Senior Project Officer provides high level technical advice, analysis and recommendations in addition to executive support and project management for development and implementation of contemporary medicines assessment processes across SA Health.
- Implementation of effective engagement and communication strategies to achieve buy-in from clinicians and other key stakeholders in high cost medicines assessment.
- Development and implementation of strategies for evaluating cost effectiveness of medicines and assessment of clinical and policy outcomes
- Monitoring emerging issues relating to the implementation of new and expensive medicines

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 & 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, Policies and Procedures 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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

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 Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Governance and process for medicines assessment	<ul style="list-style-type: none"> > Provide an expert and efficient Executive Officer role, and management of the secretariat, to the South Australian Medicines Evaluation Panel (SAMEP) including coordinate and facilitate the activities of the panel in line with agreed Terms of Reference > Prepare a business plan and Annual Report of SAMEP activity in association with the Chairperson and Director MTP. > Coordinate and manage a sustainable governance model for high cost medicines assessment across SA Health through engagement of clinicians, local health networks and other key stakeholders > development and management of systems report high cost medicine data and IPU approvals and to monitor and the impact of SAMEP activities including uptake of recommendations > research and draft policy and guidelines that influence and guide the assessment and use of medicines and health technologies within SA Health. > Oversee the preparation of protocols and guidelines for the use of High Cost Drugs, including methods of monitoring appropriate usage.
Advisory	<ul style="list-style-type: none"> > Advise senior health staff including clinicians and pharmacists on matters relating to the use and evaluation of High Cost Drugs in South Australia. > Liaise and provide expert advice to stakeholders within the Department of Health, health professionals and their representative organisations, national and regulatory boards, industry, Commonwealth and State Government bodies and community groups. > Draft and prepare ministerial briefs, relevant legislation, guidelines and Codes of Practice as required.
Analysis	<ul style="list-style-type: none"> > Conduct high level evidence based and systematic reviews; research and analyse information from a variety of sources to support the SAMEP in its considerations of new drugs submitted for listing in public hospitals. > Perform pharmacoeconomic analysis and research as required by SAMEP.

	<ul style="list-style-type: none"> > Perform horizon scanning activities and maintain a broad knowledge of evolution, availability and cost of new drugs including monitoring of decisions made in Australia and other jurisdictions such as the UK (NICE, Scottish Medicines Consortium) and Canada.
Communications	<ul style="list-style-type: none"> > Manage the communications of SAMEP, including concise and timely minutes, dissemination of information regarding the activities and decisions of SAMEP to SAMAC, LHN Drug and Therapeutics Committees (DTC), clinical directors and senior executives. > Manage the state-wide formulary for High Cost Drugs including maintaining web pages consisting of a listing and usage guidelines for drugs included on the formulary.
Administration	<ul style="list-style-type: none"> > Maintain a broad knowledge of the activities of the Medicines and Technology Programs Branch, with a capacity to undertake tasks and projects relating to the activities of the unit. > Participate in relevant training and development activities. > Participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes. > Contribute to the well-being of people in South Australia through participation 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. > Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate degree or equivalent qualification which entitles registration with the Pharmacy Board of Australia.
- > Appropriate degree or equivalent qualification which entitles registration with the Psychology Board of Australia.
- > Appropriate degree or equivalent qualification which entitles registration with other relevant Board

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to undertake research, monitor usage, analyse complex scientific information and perform systematic evaluations in the clinical and cost effectiveness of health technologies such as medicines.
- > Demonstrated ability to work well with others in pursuit of team goals, collaborate and share information and encourage resolution of conflict and demonstrated ability to use initiative and be self-directed
- > Demonstrated ability and skills to identify and analyse complex problems, develop new initiatives and innovative solutions and to prepare proposals and technical, legislative and/or advisory code/guideline publications and/or reports.
- > Demonstrated ability deal with issues of a politically sensitive, innovative, complex and/or critical nature in a proactive manner leading to positive outcomes and ability to liaise and effectively communicate with professional and technical agencies, consultants, government bodies, private companies and individuals.

Experience

- > Experience in the practical application of scientific knowledge in an area related to pharmacology, pharmacy practice or another health related area.
- > Experience in researching and analysing complex information and preparing evaluations and reports, particularly in relation to the effectiveness, cost effectiveness and implementation of medicines and/or health technologies.
- > Experience in project management and implementation of projects in a health-related field.
- > Experience providing advice on significant, complex, and/or sensitive matters to relevant stakeholders such as committees, senior executives, government and/or non-government organisations and/or community and consumer groups.

Knowledge

- > A practical knowledge of the processes and methods of health technology assessment. A working knowledge of the assessment, regulation and funding of health technologies in Australia including organisations involved in health technology assessment and horizon scanning.
- > A working knowledge of the regulation and supply chains for medicines within hospitals and the community.
- > Understanding of the principles of the Quality Use of Medicines and Evidence Based Medicine.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post graduate qualifications in a relevant discipline (eg public health, health economics, health technology assessment, epidemiology,)

Personal Abilities/Aptitudes/Skills:

Experience

- > Experience in undertaking the role of Executive Officer to a committee and/or experience in implementing new health technologies and/or related programs in a hospital or other health or equivalent experience in a related area.

Knowledge

- > Understanding of the stakeholders and the complexities of investment and disinvestment in health technology

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 Ageing and the Minister for Mental Health and Substance Abuse.

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 Health Network, Country Health SA 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 GPs and other providers.

Health Network/ Division/ Department:

The Medicines and Technology Programs Branch, within the System Performance and Service Delivery Division of The Department of Health is responsible for overseeing medicine use within the South Australian Public Health Sector. The aims of the Medicines and Technology Programs Branch are to improve equity of access to medicines, optimise the quality use of medicines and resource allocation.

The South Australian Medicines Evaluation Panel (SAMEP) evaluates the safety, clinical- and cost-effectiveness of medicines proposed for use within South Australian Public Hospitals. SAMEP reports to the

South Australian Medicines Advisory Committee (SAMAC), which coordinates state-wide activities relating the governance of medicines.

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.

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 SA Health as described within this document.

Name:

Signature:

Date: