SA Health Job Pack

Job Title	OPAL Project Support Officer, Northern Areas Council
Job Number	549541
Applications Closing Date	5 Dec 14
Region / Division	Department for Health and Ageing
Health Service	Public Health & Clinical Systems
Location	Yorke Peninsula & Mid North (Northern)
Classification	ASO2
Job Status	PT contract up to 30/09/16
Indicative Total Remuneration*	$52,363 - $56,678 (pro rata)

Criminal History Assessment

Applicants will be required to complete and submit a Department of Communities and Social Inclusion (DCSI) Criminal History Check. The following checks will be required for this role:

- ☒ Child Related Employment Screening
- ☐ Vulnerable Person-Related Employment Screening
- ☐ Aged Care Sector Employment Screening
- ☒ General Employment Probity Check

Please ensure that the appropriate forms are completed and taken with you to the interview stage of the recruitment process. Further information is available on the SA Health careers website at www.health.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Andrew Purdie
Job Title	Senior Administration Officer
Phone number	8226 8949
Email address	andrew.purdie@health.sa.gov.au

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

Government of South Australia

SA Health

ROLE DESCRIPTION

Role Title:	OPAL Project Support Officer
Classification Code:	ASO2
LHN/ HN/ SAAS/ DHA:	DHA
Hospital/ Service/ Cluster	SA Health
Division:	Public Health & Clinical systems
Department/Section / Unit/ Ward:	OPAL
Role reports to:	OPAL State Manager
Role Created/ Reviewed Date:	2009

ROLE CONTEXT

Primary Objective(s) of role:

> The OPAL Project Support Officer is responsible for supporting the local implementation of the OPAL initiative. This includes assisting the OPAL Council Manager in working with a broad range of sectors and stakeholders to develop, implement, monitor and evaluate relevant behaviour change strategies that support the delivery of this initiative.

Direct Reports:

The OPAL Project Support Officer is accountable to the OPAL State Manager through the OPAL Council Manager.
> The position will work closely on a day to day basis with the OPAL Local Manager in the local council with which this position will be placed.
> This position is required to support the establishment and maintenance of consultative and collaborative working relationships with other agencies at the local government and community level.
>

Key Relationships/ Interactions:

Internal

> The position will contribute to the work of the OPAL State Coordination Unit and to the work of the Public Health Partnership Branch when required.

External

> The position will work regularly with Council staff and elected members and with committees and decision making bodies within Councils
> The position will work regularly with community groups representing interest groups within the Council catchment area.
> The position will provide executive officer support to the local OPAL Advisory Committee

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 too: > Work Health and Safety (WHS).   > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).   > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).   > 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:
> Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.   > 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
Insert key result area	Ensure the effective implementation of behaviour change strategies for the OPAL initiative for South Australia through: • Supporting the OPAL local manager in facilitating the coordination of local delivery of physical activity and healthy eating programs and initiatives to ensure coordination and collaboration across sectors within the local setting. • Supporting the development, implementation, monitoring and evaluation of relevant strategies. • Assisting in liaison between local government and health services, other funded agencies, business and the non-government sector. • Supporting the dissemination of information, products and promotions in a timely and appropriate manner. • Identifying opportunities and activating strategies to promote and raise awareness of priorities and priority issues. >
Insert key result area	> >
Insert key result area	> >
Insert key result area	> >
Insert key result area	> >
Insert key result area	> >
Insert key result area	> >
Insert key result area	> >

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

> Undergraduate qualifications in a health, health related or social science field

Personal Abilities/Aptitudes/Skills:

> Good interpersonal skills and ability to work effectively in a team environment.
> Ability to use current computer software packages.
> Ability to communicate effectively, both verbally and in writing, with a wide range of people within the public and private sector.
> Ability to resolve situations of conflict in a positive manner.
> Ability to prioritise and coordinate a number of simultaneous work activities and meet agreed timelines.
> Ability to analyse problems and to develop effective solutions.

Experience

> Experience in liaising with the general public to achieve employer, agency or program objectives.
> Experience in project work.
> Experience in producing written documents.
> Experience in the collection, collation and analysis of information and its presentation.

Knowledge

> Knowledge of general health issues and the determinants of population health.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

> Current drivers licence

Personal Abilities/Aptitudes/Skills:

> Current drivers licence

Experience

> Experience through paid or volunteer work in a health or human service organisation.

Knowledge

> Broad knowledge of health promotion concepts and strategies.

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:

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: