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SA Health Job Pack

Job Title	Senior Work Health Safety Consultant
Eligibility	SA Public Sector Employees Only
Job Number	738251
Applications Closing Date	25/10/20
Region / Division	Central Adelaide Local Health Network
Health Service	Roma Mitchell House
Location	Adelaide
Classification	ASO-5
Job Status	Full-time temporary up to 16/4/21
Salary	\$80,830/\$89,897 p.a.

Contact Details

Full name	Peter Pollnitz
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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 - 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 Work Health Safety Consultant		
Classification Code:	ASO5	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	CALHN		
Division:	Workforce		
Department/Section / Unit/ Ward:	Work Health Safety and Injury Management		
Role reports to:	Manager WHSIM		
Role Created/ Reviewed Date:	Reviewed Jan 2020		
Criminal History Clearance Requirements:	☐ Aged (NPC) ☐ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☒ General Probity (NPC)		
Immunisation Risk Category:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (<i>minimal patient contact</i>)		

ROLE CONTEXT

Primary Objective(s) of role:
The Senior Work Health and Safety (WHS) Consultant is accountable to the Executive Director, Workforce (CALHN) through the WHSIM Manager (CALHN) for the provision of consultancy, advisory and operational work health safety (WHS) services to CALHN, facilitating continuous improvement and legislative compliance, in accordance with relevant legislation and standards, including the Work, Health and Safety Act (2012), and any related Amendment Acts, Regulations, Codes of Practice, Australian Standards and guidelines, internal and external auditing and Accreditation Standards. The Senior WHS Consultant will work in close partnership with senior management, managers, supervisors, employees and their representatives to facilitate the implementation of the WHS System across CALHN and contribute to identifying, assessing and controlling WHS issues and risks. The services provided by the Senior WHS Consultant includes review of incident interventions; complex incident investigations and risk assessments; development of incident/injury prevention strategies; hazard management; WHS advice; monitoring of databases and systems, such as worksite safety inspections reviews, hazardous substances reviews, and incidents and hazards follow up; assistance with health and safety representative elections, the maintenance of the health and safety representative register; participation on committees and in working parties and the promotion of safe practice.
Direct Reports:
Nil

Key Relationships/ Interactions:
<u>Internal</u> • Accountable to the Executive Director, Workforce CALHN through the Manager Work Health Safety and Injury Management. • Directly reports to Manager Work Health Safety and Injury Management. • Works in partnership with other Workforce staff, including other consultants, WorkFit Services, and HR business partners. • Works in close partnership with senior management, managers, supervisors, employees and their representatives <u>External</u> • Through the WHSIM Manager CALHN, works closely with external auditors and accreditation surveyors, as required. • Liaises with SafeWork SA and other relevant agencies as needed
Challenges associated with Role:
Major challenges currently associated with the role include: • Assisting CALHN staff to effectively manage WHS risks and minimise work related hazards and risks. • Assisting to establish the SA Health WHS system and embed improved practices at the local level across CALHN. • Assisting SA Health to meet all relevant legislative requirements, accreditation standards and other government directives and objectives through the provision of best practice WHS services.
Delegations:
The occupant of this position is authorised within delegated authority to: • Use prudent management to implement SA Health and Wellbeing and CALHN WHS implementation plans within delegated authority. • Implement planned WHS strategies to resolve related issues, within delegated authority.
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. • <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion. • Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the <i>Children and Young People (Safety) Act 2017</i> or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 2014</i> pursuant to the <i>Aged Care Act 2007 (Cth)</i>. • 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.
- Some out of hours work may be required.
- Intrastate travel may be required.

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 Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *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.*

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.

Resilience:

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
SA Health Strategic Priorities	Assisting in the implementation of WHS plans, programs and strategies which support the strategic priorities of SA Health
WHS System Implementation	- Implement the WHS system, processes, policies and procedures as established for the SA Health WHS programs across CALHN. - Contribute to the development and implement best practice WHS processes which support the strategic objectives of SA Health and meet legislative and standards requirements. - Monitor WHS outcomes to ensure trends are reported to the WHSIM Manager.
WHS Service Provision	- Deliver prompt, efficient, cost effective and equitable WHS services across CALHN that supports a safe environment, safe systems of work and minimising WHS risks. - Assist in the development and maintenance of best practice and innovative approaches to WHS. - Participate in professional improvement training to maintain / develop skills / knowledge / expertise. - Co-ordinate compliance within CALHN worksite safety inspection program(s) and assisting managers / supervisors and health and safety representatives as necessary. - Support the maintenance of CALHN Hazardous Substances and Dangerous Goods Register(s). - Assist and support managers / supervisors by undertaking WHS risk assessments and other WHS activities through provision of advice, training and instruction. - Conduct expert worksite safety assessments or obtain the services of expert WHS Consultants (following approval by the WHSIM Manager) where necessary. - Assist managers / supervisors, health and safety representatives and SafeWork SA with complex accident investigations as necessary. - Review incident / accident / hazard reports, provide advice as necessary to managers and supervisors regarding appropriate investigation and interventions to appropriately address and report on risks and trends in the organisation. - Maintain health and safety representative database, including training records; assist with election processes and facilitate forums / meetings.
WHS Advisory Service	- Provide high level advice on all matters relating to WHS operations. - Participate in forums, committees and in working parties and promote safe practice action.
Partnerships	Work to resolve WHS related issues and contribute to the creation of a positive workplace culture, through proactive and timely service provision and establishment of effective business partnerships.
Supervision and Mentorship of WHS Coordinator where required	- Encouraging and fostering a positive culture and safe work environment. - Assist and support in the development of skills of the WHS team members through the provision of professional advice,

	demonstration and mentorship, as required.
Monitoring, Review, Report and Continuous Improvement	• Assist in developing and recommending system enhancements for improved service delivery. • Review and monitor reports and undertake audits against CALHN specific procedures, to ensure opportunities for improvement are identified and actioned, and to ensure a continuous improvement and best practice focus. • Implement agreed recommendations to ensure continuous improvement of WHS system performance and service delivery.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to think, plan and analyse and resolve problems / issues.
- Ability to demonstrate innovative thought and exercise initiative.
- Ability to effectively communicate, verbally and in writing, with all levels of staff, including senior management and external organisations.
- Skills in identifying and responding to changes in WHS systems and processes.
- High level ability to implement WHS systems and strategies.
- Ability to work under limited supervision.
- Demonstrated ability to liaise and negotiate effectively with senior management, health professionals and a range of key stakeholders and staff.
- Commitment to consultation and the ability to work co-operatively as an effective member of a team, including the ability to demonstrate and engender a team approach to WHS.
- Ability to achieve results within tight timeframes and in a changing environment that align with SA Health service initiatives and strategic priorities.
- Ability to analyse work health safety and injury management statistical data.

Experience:

- WHS service provision at a senior level within a self-insurer setting.
- Development and implementation of strategies for improved service delivery.
- Proven administrative experience including report writing.
- Experience in supervising and mentoring others.
- A proven record in relating to people at all levels in a large complex organisation.

Knowledge:

- Demonstrated knowledge of the WHS legislation, its application, interpretation and philosophical base.
- High level of knowledge of WHS strategies and techniques which are evidenced based and contribute to performance and operational effectiveness.
- Sound understanding of HR principles, Code of Conduct for Public Sector Employees, EEO principles and procedures, and performance management processes.
- Knowledge of quality improvement principles and practices.

DESIRABLE:

Educational/Vocational Qualifications

- Tertiary qualifications in WHS or other relevant discipline.

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 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., Country Health SA 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.

Division/ Department:

The Work Health Safety & Injury Management Unit provides high quality specialist advice and services for the Central Adelaide Local Health Network (including Statewide Services). The unit provides specific services in the following areas: Work Health & Safety, Injury Management, WorkFit Services (including physical and psychological health). The Work Health Safety & Injury Management Unit provides services to actively engage in improving the health and well-being of our workforce during their employment journey, thereby impacting on the health and wellbeing of all South Australians.

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.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	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
Professionalism:	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 SA Health as described within this document.

Name: _____ **Signature:** _____ **Date:** _____