

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS

Position Title	Senior Project Officer, Northern Adelaide Health and Wellbeing Partnership	Date Approved	
Portfolio	Integration	Contract Period	Fixed Term to 4 April 2024
Classification	Level 6	Salary	\$94,000 - \$99,000
Version update	1.0	J&P last updated	May 2022

2. POSITION CONTEXT

Adelaide Primary Health Network	Why We Exist A healthier Adelaide by 2030.
	Mission <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work with you to improve your health outcomes • Improve your experience of the health system and your outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community.
	Our Signature Behaviours <ul style="list-style-type: none"> • Do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • Work, achieve and celebrate together.
Northern Adelaide Health and Wellbeing Partnership	<p>Overview</p> <p>The Northern Adelaide Health and Wellbeing Partnership (the Partnership) brings together a diverse group of partners who have identified alignment to a collective vision to create a flourishing and vibrant health and wellbeing community for Northern Adelaide (the North) that together can attract and increase research, education, health and wellbeing opportunities, as well as economic benefit through employment and future growth.</p> <p>Within the Partnership, some of the partners are co-locating services on land surrounding the Lyell McEwin Hospital. This is referred to as the Northern Health and Wellbeing Precinct (the Precinct). The Precinct will deliver further opportunities for the whole northern Adelaide community by leveraging the combined capabilities of our partners, collaborators, industry and the existing infrastructure, to establish the spaces and services required to meet the needs of the population and deliver effective health and wellbeing outcomes.</p>
Job purpose statement	<p>The Senior Project Officer supports the Partnership's ambition in creating, sustaining, and leading collaborative efforts to ensure a flourishing health and wellbeing community for the North that supports the community, research, education and brings together services to ensure a thriving community.</p> <p>The Partnership is a genuine collaboration with a strong mission to harness our collective strengths in health, education, and translational research, to ensure the future of lifelong health and wellbeing for the northern community. This</p>

	<p>includes economic benefits and future growth, in areas such as employment, education, healthcare, infrastructure and construction.</p> <p>The Senior Project Officer is responsible for:</p> <ul style="list-style-type: none"> • Delivering a range of effective project coordination and administrative supports to the Partnership; • Undertaking research and analysis activities, and monitoring and reporting of key project activities to support project outcomes; • Performing executive officer functions as required for various meetings, workshops, workgroups, committees and advisory groups; • Developing project plans which clearly identify tasks, milestones, dependencies and resource requirement; • Ensuring the development, oversight, management, communication and ultimate delivery of project tasks; • Managing projects to ensure quality outcomes and effective risk and resource management. <p>The role also supports a virtual team of in kind and/or dedicated resources funded through several different partner arrangements. Under direction from the Director Northern Adelaide Health and Wellbeing Partnership, the role will work closely with these colleagues to support the implementation of the project plan.</p>
<p>Reporting/working relationships</p>	<ul style="list-style-type: none"> • The Senior Project Officer's contract of employment will be with Adelaide PHN. However, the Project Officer will work under the governance of Northern Adelaide Local Health Network (NALHN) for the purpose of the Northern Adelaide Health and Wellbeing Partnership project. • The Senior Project Officer will report to the Director, Northern Adelaide Health and Wellbeing Partnership. • The Senior Project Officer will be based offsite within the Northern metropolitan region and work in collaboration with additional resources as the Partnership matures. • The Senior Project Officer will be required to enter a confidentiality undertaking with NALHN before commencement, and as required with other partners. • The role works in close collaboration with Partnership members, universities, industry associations, local, state, and federal government agencies to foster the development of an integrated and collaborative Health and Wellbeing Partnership for the North.
<p>Special conditions</p>	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate and interstate travel may be necessary. • Must hold and maintain a current Driver's Licence and insurance. • Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO). • Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit,

	<p>Department for Communities and Social Inclusion to be renewed every three years thereafter from date of issue.</p> <ul style="list-style-type: none"> • Appointment is subject to NALHN immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
<p>Special Requirements</p>	<p>The Senior Project Officer is 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:</p> <ul style="list-style-type: none"> • 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 Workers in South Australia 2010; • 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.
<p>Accountabilities</p>	<ul style="list-style-type: none"> • Deliver a range of effective project and administrative supports to the Partnership including executive officer functions, project coordination services and ensuring reporting requirements are met. • Support the operationalisation of the Partnership’s strategy, developing and implementing project plans which clearly identify tasks, milestones, dependencies and resource requirements. • Undertake research and analysis activities, monitoring and reporting of key project activities such as planning and/or funding issues, developing options and recommendations to support project delivery outcomes. • Prepare and present plans and other relevant documents which support decision making, clearly and effectively communicating to a wide audience. • Identify early, report on and provide solutions to emerging issues impacting the ongoing operation of the Partnership and development of the Precinct.

	<ul style="list-style-type: none"> • Analyse and assess relevant new and emerging policy issues, conducting evaluation and research to support the Partnership’s advocacy work. • Undertake a range of activities relating to advocacy of the Partnership, including developing advocacy plans, policy statements, grant applications, business case submissions and the coordination of philanthropic activities. • It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.
Key Issues and Challenges	<ul style="list-style-type: none"> • Supporting the Director to strengthen a maturing Partnership, facilitating participation by partners and collaborators, establishing a brand, and supporting the creation of new linkages to support the development of emergent industry and partner opportunities. • Balancing competing priorities associated with a complex and emergent project. • Focussing on the activity required that supports the greater benefit of the Partnership and Precinct when there is likely to be a partner compromise that will impact on all. • Apply diplomacy, confidentiality, and sensitivity when working across a diverse range of partners. • Understanding the complexities and range of issues that influence partnership arrangements.

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • Demonstrated high-level interpersonal skills with the ability to liaise and develop strong relationships with a diverse range of stakeholders. • Demonstrated ability to work effectively under limited direction and prioritise and manage a diverse range of tasks to achieve objectives and meet deadlines. • Ability to work independently and as a part of a team in an effective and efficient manner. • Ability to conceptually analyse and resolve problems and provide concise, informed and practical direction. • Demonstrated ability in developing written material that reflects an evidence-based understanding of the relevant content issues.
Experience	<ul style="list-style-type: none"> • Experience in preparing plans, policies, reports, briefings and other strategic documents. • Experience in providing high-level administration and project support in producing consistent quality outcomes, particularly for written material. • Experience in liaising and consulting effectively, with a range of stakeholders. • Experience in government relations, advocacy and/or public policy development. • Sound experience with Microsoft 365 programs such as Word, Excel and Power Point.

Knowledge	<ul style="list-style-type: none"> • Sound knowledge of the principles and mechanisms of government and political processes, including how to advocate effectively with decision makers and communicate effectively with governments, the public, organisations and interest groups. • Sound knowledge of the principles of project management.
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in a health or business relevant discipline(s) and/or equivalent combination of relevant training and experience.

4. ORGANISATIONAL REQUIREMENTS

Compliance	<ul style="list-style-type: none"> • Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives. • Be aware of and adhere to Adelaide PHN's policies and procedures. • Participate in Adelaide PHN Quality Improvement. • Demonstrate a commitment to our Adelaide PHN Signature Behaviours.
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5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:		Signature:	Date: