



ASO6 Senior Health Advisor Employee Assistance Section Health, Safety and Wellbeing Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The People Culture and Wellbeing Service provides a holistic approach to the future development of our people and the organisation. Through strategic leadership and direction, People, Culture and Wellbeing will ensure our employees are skilled and supported to deliver a more efficient and effective service to the community.

The Health, Safety and Wellbeing Branch (HSWB) provides expert advice, consultancy and support to the SAPOL community for health, safety, injury management and wellbeing.

The Employee Assistance Section provides support services and programs delivered by qualified health professionals. Services include health and wellbeing programs, work capacity assessments, wellbeing reviews, recruitment psychometric assessments and pre-employment medical assessments.

The Senior Health Advisor is responsible for the delivery of health and wellbeing program strategies for the treatment and the prevention of injury or illness in the workplace.

The position will lead and initiate significant health projects and policy development, work

Service

Integrity

Leadership

Collaboration

Courage

Respect



practices and training programs.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	Registered Nurse with 3 years post graduate experience. Registered with Australian Health Practitioners Regulation Agency (AHPRA) and holds a current appropriate practising certificate without limitations/restrictions to practice.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL’s iEngage program.

Reporting / Working Relationships

The Senior Health Advisor reports to the Manager, Employee Assistance Section and works closely with other staff across the Health, Safety and Wellbeing Branch. The incumbent is required to work with stakeholders across SAPOL and external stakeholders including the Department of Health and other medical/allied health professionals.

KEY OUTCOMES

- Design, deliver and monitor occupational health and wellbeing education and training programs that meet legislative, regulatory and audit requirements.
- Provide high-level policy advice on occupational health and wellbeing, identify health risks and initiate strategies to prevent injury or illness.
- Conduct health and wellbeing assessments, analyse data and trends and recommend initiatives, improvements and evidence-based work practice changes.
- Provide expert nursing assessments and technical medical advice for recruits and specialist employees and maintain accurate records to support preventative programs.
- Investigate workplace health hazards or injuries and identify hazard controls to assist managers and employees in risk mitigation.
- Support SAPOL’s management of work-injured employees, including case review, plan development, monitoring and recommendations.
- Assist with the management of SAPOL’s immunisation programme, including vaccinating for Hepatitis B and performing venepuncture for blood tests as required.
- Educate SAPOL management on emerging health developments, best-practice models, legislative changes and medical advancements and prepare investigative reports and business cases.
- Develop, review and advise on health and wellbeing policies and programs, ensuring SAPOL employees are informed and trained on relevant health issues.

- Contribute to strategic leadership, business planning and continuous improvement across the Health, Safety and Wellbeing Branch.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Registered Nurse with a minimum of 3 years of post-graduate experience.
- Hold and maintain a current registration with Australian Health Practitioners Regulation Agency (AHPRA) and an appropriate practising certificate without limitations/restrictions to practice.
- Proven verbal, written and interpersonal skills appropriate to a professional working environment, including the ability to communicate at all levels within an organisation.
- Ability to plan and deliver high quality training and education programs, to meet set timelines.
- Demonstrated capacity to maintain awareness of relevant contemporary professional and legislative issues in relation to the health, safety and welfare of employees.
- Ability to work effectively within a multidisciplinary team with flexibility and innovation that builds working relationships.
- Ability to conduct research, investigate and analyse problems then formulate and activate appropriate solutions to those problems.
- Demonstrated knowledge of occupational health practices including fields of education, training, screening and workforce assessment and monitoring.
- Ability to work autonomously to prioritise workloads and achieve long term goals.
- Detailed knowledge of contemporary communicable diseases and its control in the workplace with knowledge of Quality Improvement systems as applied to a healthcare setting.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.