ROLE DESCRIPTION

Role Title: Manager, Legislation
Classification Code: AHP4
LHN/HN/SAAS/DHA: DHA
Hospital/Service/Cluster: Department for Health and Ageing
Division: Transforming Health
Department/Section/Unit/Ward: Medicines and Technology Programs (MTP)
Role reports to: Director, Medicines and Technology Programs (MTP&OHPS)
Role Created/Reviewed Date: September 2017

Criminal History Clearance Requirements:
☐ Aged 
☐ Child- Prescribed 
☐ Vulnerable
☒ General Probity

ROLE CONTEXT

Primary Objective(s) of role:

> The Manager, Legislation is a key member of the Medicines and Technology Programs Branch participating in the strategic management and administration of programs and projects that promote systematic improvement in the safety, quality and cost effectiveness of healthcare.
> The Manager, Legislation contributes to the safe and effective use of medicines and therapeutic goods in South Australia through supporting development and implementation of policy to control access and use of drugs in South Australia as legislated for in the Controlled Substances Act 1984.
> The Manager, Legislation is responsible for the state’s involvement in the Advisory Committee on Medicines Scheduling and is the Executive Officer for the Controlled Substances Advisory Council.

Direct Reports:

The Manager, Legislation is accountable to the Director, Medicines and Technology Programs (MTP) and Out of Hospital Pharmacy Services for leading and overseeing policy development and program/projects to support MTP’s service delivery.

Key Relationships/Interactions:

> The Manager, Legislation works with the Chair, Controlled Substances Advisory Committee and other senior members of the Department.
> The Manager, Legislation provides high level technical advice to SA Health, Government Ministers and liaises with senior officials and representatives including Drug and Alcohol Services SA, Parliamentary Counsel and the Attorney-General’s General’s Department.
> The incumbent will be required to work in consultation with other government agencies and committees including the Therapeutic Goods Administration.
> The incumbent is required to develop and maintain close relationships with other relevant external agencies such as research institutions, private industry, professional, consume and industry associations.
Challenges associated with Role:

Major challenges currently associated with the role include:

- Providing high level technical advice, analysis and recommendations on matters related to medicines and therapeutic goods and proposed amendments to the Controlled Substances legislation.
- Planning, developing and undertaking significant projects; monitoring and analysis in relation to a range of strategic pharmaceutical and therapeutic matters, including development of statewide policies, guidelines and; consultation on matters related to medicines and therapeutic goods and the Controlled Substances legislation.
- Supporting oversight and development of SA Health’s patient access pathway for medicinal cannabis and introduction of re-scheduling of over-the-counter codeine products, including education and communications with health professionals and consumers.
- The Manager, Legislation is Executive Officer for the Controlled Substances Advisory Council and is responsible for South Australia’s involvement in the Advisory Committee on Medicines Scheduling.

Delegations:

Nil

Key Result Area and Responsibilities

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<th>Key Result Areas</th>
<th>Major Responsibilities</th>
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| Contribute to the provision of innovative and efficient approaches to the MTP’s service delivery and development | > Support the Director as required in planning and implementing strategies for the safe and effective use of medicines and therapeutic goods within South Australia.  
> Provide oversight of work programs and/or projects as required to support the functions of MTP including managing relevant staff.  
> Preparing high level briefings and draft responses of an appropriate quality within required deadlines to Ministerial enquiries on the Controlled Substances legislation, medicines scheduling and other matters as required.  
> Undertaking relevant projects and continuous improvement activities; and maintaining effective links and relationships with health units and external organisations.  
> Participate in forums, seminars, tutorials, workshops on therapeutic goods and related subjects. |
| Active participation in the work of the Advisory Committee on Medicines Scheduling | > Promote safe and effective use of medicines and therapeutic goods in Australia by ensuring South Australia’s representation on the Commonwealth Advisory Committee on Medicines Scheduling (ACMS). |
| Contribute to the progression of amendments to the Controlled Substances legislation in a timely manner | > Provide executive and high level technical support to ensure the functioning of the Controlled Substances Advisory Council (CSAC).  
> Work with the Director MTP& OHPS and Chair, CSAC to ensure preparation of agendas, background papers and minutes of meetings and actions arising within accepted timeframes.  
> Provide high level advice and consultancy and assist in the preparation of legislation dealing with poisons, therapeutic goods, and controlled drugs.  
> This may involve high level liaison with a range of Ministerial offices, government departments and services, key professional, regulatory and consumer groups. |
Ensure that investigations are undertaken in a timely manner

Provide responses that are accurate and are framed in a manner that is understandable to the enquirer

Contribute to the safety and quality of medicines use in South Australia

Contribute to the effective maintenance of workplace relations within the Department for Health and Ageing

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:
> Degree in Pharmacy (or equivalent), giving eligibility for registration with the Pharmacy Board of Australia.

Personal Abilities/Aptitudes/Skills:
> Demonstrated ability to develop new initiatives and programs and prepare technical, legislative and/or advisory code/guideline publications.
> Ability to develop practical and innovative approaches to solving complex public health problems.
> Ability to plan and schedule work activities and meet deadlines and demonstrated ability to complete projects independently with a high degree of accountability and judgement.
> Ability to work effectively independently or as a team member.
> Proven skills in verbal and written communication with a variety of audience and demonstrated public relations and negotiating skills.
> Ability to work with limited supervision and use initiative.
> Possess high level investigation and reporting skills.
> Ability to liaise and communicate effectively with professional and technical agencies, consultants, government authorities, private companies and individuals.

Experience:
> Considerable experience in public health matters or other relevant area.
> Experience in the application of public health methods to the investigation of health-related issues.
> Preparation of reports on complex public health problems.
Knowledge:
- Understanding of legislative and other control mechanisms relevant to the use and misuse of therapeutic goods and poisons.
- A working knowledge of the Controlled Substances Act and Regulations.
- Understanding of public health intervention strategies and programs and appropriate methods for the investigation of public health problems.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:
- Postgraduate qualification or additional undergraduate qualification in a relevant discipline.
- Qualifications in Management practices.

Personal Abilities/Aptitudes/Skills:
- Ability to act as a specialist in therapeutic substances controls.
- Demonstrated ability to participate in the training of health or other personnel on aspects of public and environmental health
- Ability to gather evidence, institute and participate in legal proceedings

Experience:
- Experience in legislation enforcement or pharmaceutical administration.
- Experience in identifying strategic approaches for the control of a public health hazard.
- Experience in the assembly, management and interpretation of data for public health policy purposes.
- Experience in an area related to the use of pharmaceuticals and other poisons.

Knowledge:
- A working knowledge of pharmacology or toxicology.
- A relevant understanding of complementary medicines
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 Criminal and Relevant History Screening.
- Prescribed Positions under the Children’s Protection Act (1993) 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 Children’s Protection Act 1993 or ‘Approved Aged Care Provider Positions’ as defined under the Accountability Principles 2014 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.
- Some out of hours may be required.
- May be required to work a roster over 7 days including weekends and public holidays.

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 2014.
- 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
- 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
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.

### Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.
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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to the 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.

Health Network/ Division/ Department:
The Medicines and Technology Policy and Programs branch, within the Public Health and Clinical Systems division of the Department for Health and Ageing is responsible for leading the strategic development of policy and legislation in regard to medicine use and health technology assessment within the South Australian Public Health Sector. The aim is to improve equity of access to medicines and technology and optimise the quality use of medicines and resource allocation to ensure the best possible outcomes for all South Australians.
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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name: Signature:

Date: