



ROLE STATEMENT

ROLE TITLE: Chief Paramedic Officer CLASSIFICATION: SAES 1 POSITION NO: TBA Officer WHS Duties as a WHS defined Officer you must exercise Due Diligence in accordance with the <i>Work Health and Safety Act 2012 (SA)</i>	REPORTS TO: Deputy Chief Executive (DCE), CSSI DIVISION: Clinical System Support and Improvement (CSSI) BRANCH: Office of the Chief Paramedic, Office for Professional Leadership Immunisation Risk Category: C Criminal & Relevant History Screening: NCCHC (Nationally Coordinated Criminal History Check)
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AGENCY PROFILE:

The Department for Health and Wellbeing (DHW) is an administrative unit under the *Public Sector Act 2009* with responsibility for setting strategic direction and statewide policy, as well as the performance of the public health system through high-level system direction and performance management.

SA Health is how we describe the public health system as a whole. It includes the Department, ten Local Health Networks, and Statewide Clinical Support Services, SA Ambulance Service, SA Dental Service, Prison Health, and Drug and Alcohol Services SA.

SA Health is committed to delivering a comprehensive and sustainable health system to enhance the health and wellbeing of individuals, families, and communities. Through the initiatives of the SA Health and Wellbeing Strategy 2020-2025, SA Health aims to refocus energy on maintaining good health through prevention, promotion, and early intervention plans.

The Clinical System Support and Improvement Division is committed to enhancing the quality, safety, and efficiency of healthcare services for all South Australians, working with our partners to drive innovation, improvement and workforce capability.

KEY ROLE OUTCOMES

The outcomes required of the role include:

- The Chief Paramedic Officer (CPO) is responsible for providing strategic professional leadership and advice to the Chief Executive (CE) DHW, DCE CSSI, HCEC, CEO SA Ambulance Service (SAAS) and the Minister for Health and Wellbeing. This advice includes issues related to, but not restricted to, paramedicine workforce and broader health system matters in relation to patient safety and quality improvement.
- This role oversees the development and implementation of policies, partnerships, and improvement initiatives to support the development and provision of safer, more effective, and better integrated patient care.
- Engagement with senior stakeholders and leaders across government and the broader health sector will be required. The role provides a link between SA Health, the DHW and a range of different health care settings in which paramedics work – both public and private.
- The role is responsible for contributing to the effective development of a paramedicine profession within South Australia to meet the needs of the SA public.
- Identify and support associated research and analysis of emerging issues of strategic and clinical significance in relation to paramedicine matters within the system.
- Support and advise DHW Health Protection and Regulation on matters relating to licencing, scope of practice, patient safety and quality, public safety considerations for private providers of ambulance services, event providers and event medical services.

CHALLENGES

The immediate challenges for the role include, but are not limited to:

- Contribute to the effective development of the paramedicine profession within South Australia to meet the needs of the SA public.

- Leading and participating in implementation and continuous quality improvement of Paramedicine practice, assessing opportunities to design and modernise models of care, credentialing, scope of practice, and clinical governance in a range of health settings, within both the public and private sectors.

STAFFING**Senior roles within the branch include, but are not limited to:**

- Project / Policy Advisor - Level 2 Paramedicine

Delegations

- The CPO is a Level 2 Delegate, as defined in the DHW Human Resource Instrument of Delegations and Schedule of Authorisations, effective May 2025.

KEY RELATIONSHIPS**Internal**

- The CPO is accountable to the DCE and is a source of advice to the CE DHW, CEO SAAS and the Minister for Health and Wellbeing on Paramedicine related matters.
- The CPO is a key member in Office for Professional Leadership, which comprises other Chief Clinical Officers at the DHW (Chief Allied and Scientific Health Officer, Chief Medical Officer, Chief Nurse and Midwifery Officer and Chief Pharmacist).
- The CPO will be required to build and maintain effective working relationships with the Chief Executive Officer of the SA Ambulance Service, and with other leaders and stakeholders across SA Health and in the health system, particularly in paramedicine, to support SA Health's functions.

External

- Where appropriate, represent SA Health and the DHW on relevant South Australian and national paramedicine groups and bodies.
- Develop and maintain strategic and working relationships and interfaces with the Australian Health Practitioner Regulation Agency (Ahpra) Paramedicine Board and a range of state and national agencies, organisations and industry and liaises with and influences other jurisdictions and the Commonwealth on Paramedicine related matters.
- Develop and maintain strategic and working relationships with Industrial and professional associations including but not limited to Ambulance Employees Association (SA) and Australasian College of Paramedicine.

KEY RESULT AREAS AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Management	• Ensure the appropriate management of the Office of the Chief Paramedic Officer encompassing financial, physical and human resources by effectively managing the function, staff and resources, to ensure efficient and effective service delivery and by providing leadership, appropriate supervision and effective deployment and development of relevant personnel. • Lead and empower the team by facilitating employee participation in attaining and maintaining a work ethos that focuses on the achievement of identified program/service outcomes. • Exercise appropriate administrative and financial delegations and develop, monitor and evaluate the budget provided, to effectively meet the demands of the role, and the DHW and Department of Treasury and Finance requirements for financial reconciliations and reporting. • Ensure compliance with SA Health and government policies, practices and procedures, codes of conduct and probity requirements.
Professional Leadership / Advice	• Provide strategic advice to the Minister for Health and Wellbeing, the CE DHW and CEO SAAS and DCE CSSI and relevant executives • Provide senior professional leadership for paramedics within the broader health system, and together with the other Chief Clinical Officers, work collaboratively with clinicians, consumers, unions, and agencies to support a safe and high-quality South Australian health system. • The CPO will be required to exercise innovative leadership, sound judgement and effective strategic planning.

	• Provide expert and authoritative advice to government, senior levels of management and external stakeholders on paramedicine matters and on clinical safety and quality and implementation of improvement initiatives. • Reporting to the DCE CSSI and working closely with executive across SA Health, the CPO will promote and improve the co-ordination of paramedicine services across the State and will enable the development and maintenance of close working relationship with senior officers throughout SA health, other government agencies (State and Commonwealth) and key community stakeholder organisations, relevant academic institutions and specialty colleges and other paramedicine organisations. • Enable the development of the paramedicine profession within South Australia to meet the needs of the SA public, through strong communication and liaison with the Ahpra Paramedicine Board of South Australia on professional issues including the translation of Paramedicine Board policies into SA Health.
Continuous Improvement	• Lead and participate in implementation and continuous quality improvement of Paramedicine practice for patient care in pre-hospital, out-of-hospital, and in-hospital environments to ensure high-quality value-based healthcare outcomes, patient safety, and cultural responsiveness. • Provide advice on opportunities to design and modernise models of care, credentialing, scope of practice, and clinical governance for Paramedics operating within SA Health service areas. • Conceptualise and evolve Paramedicine in areas of special interest across other SA government agencies. • Identify, analyse and apply emerging research, evidence, innovations and industry advancements to inform strategic initiatives, enhance clinical practice in support of ongoing development of the paramedic profession.
SA Representative	• Where appropriate, represent SA on national and jurisdictional committees and working groups in relation to national health reforms, strategies, workforce planning, digital health, clinical governance, and quality improvement strategies as it relates to the Paramedicine profession.
Paramedic Workforce Skills Development	• Assess opportunities with relevant training/educational institutions to lead educational and training strategies to equip Paramedics with extended skills required to contribute to multidisciplinary teams and alternative models of care within SA Health.

SPECIAL CONDITIONS / GENERAL REQUIREMENTS

- A contract term up to three years may be offered.
- It is mandatory to provide, prior to appointment, a satisfactory current Criminal and Relevant History Screening Check, as required by the SA Health Criminal and Relevant History Screening Policy Directive, and to meet any immunisation requirements outlined in the Immunisation for *Health Care Workers in South Australia* Policy Directive.
- Actively participate in the SA Public Sector biannual performance review process requirements.
- Adhere to the parameters of various legislative requirements including, but not limited to, *Public Sector Act 2009*, *Health Care Act 2008*, *Work Health & Safety Act 2012 (SA)*, *Return to Work Act 2014 (SA)*, relevant Regulations, and associated SA Health Policies and practices.
- Uphold the Code of Ethics for the Australian Public Sector requirements, work within the Commissioner for Public Sector Employment's Directives, Determinations and Guidelines, and espouse the SA Health Values of Integrity, Respect, and Accountability.
- Adhere to the reporting requirements of the *Independent Commission Against Corruption Act 2012 (SA)*.
- As a WHS Defined Officer exercise due diligence to ensure compliance with S27 of the *Work Health and Safety Act 2012 (SA)* and will take reasonably practicable steps to enable an effective health and safety culture and accountability across SA Health, in accordance with the Act.
- Support the Department in its participation in the White Ribbon, Disability, and Reconciliation Agendas, and/or their successors.

- Promote and maintain a commitment to an inclusive workplace that employs and supports Aboriginal and Torres Strait Islander people and other under-represented groups, and advocate Equal Employment Opportunity and Diversity, including the prevention of bullying, harassment, and intimidation.
- Create an inclusive and responsive environment where Aboriginal and Torres Strait Islander consumers are welcomed, valued and respected for their cultural knowledge and lived experiences. Our commitment extends to enhancing culturally safe workplaces by investing in our Aboriginal and Torres Strait Islander workforce, aligning with the SA Health Aboriginal Workforce Framework.
- Elevate the cultural capability of our non-Aboriginal staff, ensuring they can drive meaningful improvements in the health system, policies, planning and practices. This ensures our services are responsive to the cultural needs identified by Aboriginal and Torres Strait Islander people.
- Adhere to SA Health policies, procedures and standards.

HANDLING OF OFFICIAL INFORMATION

- SA Health employees will not access or attempt to access confidential and official information, including patient information, other than in connection with the performance of their duties and/or as authorised.
- SA Health employees will not misuse any 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.
- SA Health employees will 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.

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.

DOMESTIC AND FAMILY VIOLENCE

It is recognised that domestic or family violence has a devastating impact on the lives of those who experience abuse, and we are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SAES CORE COMPETENCIES:

The South Australian Executive Service (SAES) exists to provide the public sector with high-performing leaders who have a shared sense of purpose and direction and who together will actively engage the public sector in the pursuit of the objects of the *Public Sector Act 2009* and the public sector principles.

The SAES Competency Framework comprises five core competencies which form the DNA of leadership. The five core competencies that sit within the SAES Competency Framework are:

1. Shapes strategic thinking and change
2. Achieves results
3. Drives business excellence
4. Forges relationships and engages others
5. Exemplifies personal drive and professionalism.

Each competency is critical and, when used correctly, forms a blueprint that guides the behaviours and actions of exceptional leaders.

KEY SELECTION CRITERIA

Essential Minimum Requirements

Educational/Vocational Qualifications:

- Current registration with the Paramedicine Board, Australian Health Practitioner Regulation Agency.

Personal Abilities/Aptitudes/Skills:

- Ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards
- Proven capacity to provide strong professional leadership, vision, and a contemporary approach to Paramedicine strategies, directions, and priorities within a global context.
- High level communication skills, including experience in providing authoritative technical advice to senior executive management to effectively negotiate outcomes within a politically sensitive environment.
- Highly developed interpersonal skills and with capability to operate effectively in a complex, cross-cultural, and politically sensitive environment; experience in developing, building, and maintaining effective networks with a range of internal and external stakeholders.

Experience:

- Be a recognised paramedic leader with extensive experience at a senior level to ensure a demonstrated understanding of the issues and opportunities for the profession.
- Experience providing specialist authoritative, strategic advice and expertise which has influence on organisational decision making with respect to quality and safety improvement.
- Relevant extensive experience in paramedicine.
- Significant experience and expert knowledge of related service delivery and regulatory environment.
- Experience in the management of risk and increasing the effectiveness and accountability of risk management strategies and organisational operations.
- High level skills and expertise in public speaking to both large and small groups of people and in liaison with the print and electronic media and in using the media to inform the public, on public health matters.

Knowledge:

- A sound understanding of emerging directions within health services, nationally and internationally.
- Knowledge of the political and socio-economic factors that impact on health services.

Desirable Characteristics**Educational/Vocational Qualifications:**

- Relevant tertiary qualifications, preferably at Masters level or above.
- Relevant post graduate qualifications

Personal Abilities/Aptitudes/Skills:

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Experience:

- Demonstrated experience in aeromedical and/or ground-based emergency response, rescue, and retrieval in a variety of settings and environments.
- Regional, rural or remote location experience
- Extensive experience in paramedicine.

Knowledge:

- Comprehensive understanding of the Australian health system and the SA health system.

Delegate: _____**Signature:** _____

Date: / /

Executive: _____**Signature:** _____

Date: / /