

**SENIOR PROJECT OFFICER – HCSCC CHARTER OF RIGHTS PROJECT
OFFICE OF THE HEALTH & COMMUNITY
SERVICES COMPLAINTS COMMISSIONER – (HCSCC)
(FULL-TIME)**

VAC NO:

ASO 7: \$80,362 – 87,233 pa

The Senior Project Officer (SPO), HCSCC Charter of Rights position is offered on a 6 month fixed term contract basis. The SPO is accountable to the Commissioner for:

- providing high level project management to develop the Part 3 Charter of Health and Community Services Rights (the HCSCC Charter of Rights) under the Health and Community Services Complaints Act 2004 (the Act)
- including in the HCSCC Charter of Rights any additional elements endorsed by the SA Parliament arising from the section 88 review of the Act
- consulting with internal and external stakeholders to develop the HCSCC Charter of Rights
- preparing reports, briefings and public information about the HCSCC Charter of Rights
- preparing a communication plan for the HCSCC Charter of Rights.

Special conditions:

Travel in South Australia, with occasional overnight stays; have a current driver's licence and be willing to drive to undertake HCSCC business; undergo a police check clearance. The SPO may also be required to work outside office hours and travel interstate.

Location: Adelaide CBD

Award: Public Sector Salaried Employees Interim Award

Eligibility: Non Public Sector Employees may apply

Department: Health: assigned to HCSCC

Employment Act: PSM Act

The job and person specification and information for applicants are available at www.vacancies.sa.gov.au (Quick Search Vacancy No.) and www.hcsccl.sa.gov.au

Note: Applications must include: a 1 page letter summarising your motivation to apply for the position; a current CV, or resume; a written application (up to 4 pages) which outlines your knowledge, skills and experience to demonstrate your ability to meet the 6 key criteria for the position and the names of 2 professional referees. Applications should be marked 'Confidential' – and be received **by 5 pm on 12 February 2010**. Late applications will not be considered.

Enquiries and applications to: Lesley Foster, Executive Assistant, HCSCC, PO Box 199, Rundle Mall 5000. Tel: 08 8226 8633. Email: lesley.foster@hcsccl.sa.gov.au