

JOB TITLE	Senior Health Manager		
DEPT / OPERATION	Safety, Health and Environment – Mining Directorate		
LOCATION	Corporate		

REPORTING STRUCTURE

REPORTS TO (TITLE)	Head of Mining <ul style="list-style-type: none"> • Approval of strategies • Final budget approvals • Resource requirements • Approval of policies • Implementation of relevant proposals • Operational compliance • Operational feedback • Corporate governance (potentially including sustainable development) • Advise on all occupational health issues • Oversee implementation of occupational health policy and agreements • Co-ordination and alignment of all healthcare issues • Report to EXCO for decisions, information or action
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MANAGER ONE REMOVED (TITLE)	Executive Head of Mining
DIRECT REPORTS	Hygiene Specialist Occupational Health Specialist Public Health Specialist
KEY PEER RELATIONSHIPS	Senior Environmental Manager Senior Safety Manager <ul style="list-style-type: none"> • Approval of strategies • Final budget approvals • Resource requirements • Approval of policies • Implementation of relevant proposals • Operational compliance • Operational feedback • HR policy setting • Employee Relations • Union Negotiation • Provider of EAP • Provider of Medical Services • Liaison and participating through structures to ensure proper delivery, quality, cost-effectiveness and cost-efficiency within policy framework on all aspects of health care • Provision of Media support & liaison • Corporate governance (potentially including sustainable development) • Advise on all occupational health issues • Oversee implementation of occupational health policy and agreements • Implementation, development and governance of AIDS strategy and policy • Ensure appropriateness of HIV/AIDS programmes • Align non-medical interventions with medical interventions • Co-ordination and alignment of all healthcare issues • Report to EXCO for decisions, information or action

EXTERNAL RELATIONSHIPS	Chamber of Mines <ul style="list-style-type: none"> • Mining industry representative body DME <ul style="list-style-type: none"> • Definition of SA mining regulations Department of Labour <ul style="list-style-type: none"> • Definition of Governmental labour requirements Department of Health <ul style="list-style-type: none"> • Definition of Governmental Health regulations The Companies PLC <ul style="list-style-type: none"> • Majority shareholder Community structures <ul style="list-style-type: none"> • Important external stakeholder • Associated companies Professional Associations <ul style="list-style-type: none"> • External related service providers Rand Mutual Assurance <ul style="list-style-type: none"> • Provider of employee / company medical financial programme
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ROLE SUMMARY (PURPOSE)

The Senior Health Manager role is required to develop and facilitate the acceptance and implementation of comprehensive strategies and policies with regards to all areas of the Company's Healthcare provision

As a consultant, it involves the provision of specialist advice and recommendations with regards to all relevant healthcare issues, as well as acting as the Company's representative with senior external bodies.

The role incorporates a strong governance role in respect to the standards of healthcare and associated activities, in line with governmental and other requirements, in order to mitigate the potential risks.

KEY WORK OUTPUTS AND ACCOUNT ABILITIES

Healthcare Strategy	<ul style="list-style-type: none"> • To facilitate the process of developing and implementing the Company's Healthcare strategies, that will effectively meet the long-term requirements of the various stakeholders
Healthcare Policies	<ul style="list-style-type: none"> • To develop and maintain policies within the company, that is aligned to the healthcare overall strategy
Health care risk management	<ul style="list-style-type: none"> • To advise the Board, as well as key functions within the company, as to medical developments and risks issues
External representation	<ul style="list-style-type: none"> • To represent the Company on various external bodies to ensure that the appropriate level of relationships and company image is developed and maintained
Internal advisory	<ul style="list-style-type: none"> • To provide advice and recommendations to internal departments on the appropriate medical and healthcare services

<p>Regional and local healthcare initiatives</p> <p>Governance</p>	<ul style="list-style-type: none"> • The promotion and support of such services to support SED, but also to maintain good relationships with other health care providers and to explore PPP arrangements • To monitor, to align and report on medical services provision with respect to standards and compliance within the company.
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KEY DIMENSIONS (Size, budgets, Additional KPA'S etc)

<p>Work Output Title: To facilitate the process of developing and implementing the company's Healthcare strategies, that will effectively meet the long-term requirements of the various stakeholders</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Undertake continuous environmental scanning and comprehensive analysis of all pertinent internal and external factors impacting healthcare in the short, medium and long-term. • Consult and liaise with all relevant stakeholders • Develop and document comprehensive healthcare strategies that will meet the needs of the Board and EXCO • Undertake regular formal and informal communications to facilitate understanding and acceptance • Develop and maintain a close understanding of the company's strategies with regards to healthcare • Identify community health care issues (including health related SED issues) and develop a strategy to coordinate company-sponsored activities, along with other health care providers, in alignment to the Company's vision, mission and values • Develop a strategy to maintain and improve the well being (Physical, mental and spiritual) of our employees and their dependants • Develop a comprehensive understanding of governmental requirements into the future • Undertake an annual review of the healthcare strategy • Assess effectiveness of healthcare strategy implementation
<p>Work Output Title: To develop and maintain policies within the company, that is aligned to the healthcare overall strategy</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Review and assess current healthcare policies and identify gaps • Formulate, approve and monitor all healthcare policies • Ensure integration and alignment of healthcare policies • Meet and consult with all pertinent stakeholders • Establish effective communication structures to develop understanding and acceptance of policies • Ensure the financial and other implications of policies are clearly analysed and articulated • Contribute towards the formulation and monitoring of emergency and disaster planning and readiness • Formulate and monitor company HIV/AIDS policies • Establish and monitor standards of care and capacity of companies healthcare facilities • Provide specialised input into HRD policies of healthcare professionals

Work Output Title: To advise the Board, as well as key functions within the company, as to medical developments and risks issues

Tasks:

- Identify financial and non-financial risk factors
- Develop and deploy programmes to manage health care risks
- Monitor the state of employee health
- Monitor and advise on occupational health care issues
- Monitor and advise on levels of care and capacity for:
 - Emergency care
 - Primary health care
 - Secondary health care
 - HMO health network
- Undertake formal reviews with EXCO / Board with respect to the short, medium and long term issues impacting the company
- Provide ad hoc advice and recommendations

Work Output Title: To represent the company on various external bodies to ensure that the appropriate level of relationships and company image is developed and maintained, to influence decision making and coordinate activities

Tasks:

- Represent the company at all relevant bodies with SA
- Liaise and lobby with key stakeholders to ensure the company's position and interest are understood and appropriately accommodated
- Provide ad hoc advice and input to external requests
- Establish communication structures with the company to ensure regular information exchange
- Align programs to local, regional and national government programmes and resources
- Work with community health care providers and business units in establishing community health programs
- Liaise and coordinate with other healthcare professionals in the mining industry
- Liaise and coordinate with other healthcare professionals in the healthcare profession

Work Output Title: To advise the relevant internal functions on the pertinent medical and healthcare services

Tasks:

- Conduct detailed business impact studies on health care issues
- Develop appropriate management systems to collect accurate, relevant and timely data in the support of corporate healthcare decisions
- Approve budgets for all sectors of health care delivery and review budgets for HIV/AIDS services and relevant SED initiatives
- Advise HMO on healthcare policies
- Advise management on any healthcare ethical issues
- Provision of qualified health care professionals to the business units

QUALIFICATIONS / KNOWLEDGE, SKILLS AND EXPERIENCE

QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Medical Practitioner – MB. CHB qualification – NQF 7 • Additional qualification, such as Public Health, Occupational Health, Health Economics or Business Administration – NQF 5
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EXPERIENCE	<ul style="list-style-type: none"> • At least ten years professional medical experience, with at least an additional 5 years involved with Medical Administrative Management • Experience within Mining Industry at a senior representative level • Experience in dealing with Government Departments at senior levels • Experience of interfacing with Unions and Associations at Provincial / National level
SKILLS / KNOWLEDGE	<ul style="list-style-type: none"> • Conversant with relevant legislation • Understanding of business, mining industry and national culture • Computer literate for role

ORGANISATION CHART:

