



REF: SCHN23/4148-6

Mr Gerard Hayes
Secretary - HSU Health Services Union
Locked Bag 3 Australia Square Sydney NSW 1215

Email: secretary@hsu.asn.au

Attention: Randall Millington randall.millington@hsu.asn.au ; Josh Dodsworth Josh.Dodsworth@hsu.asn.au

Delivered via email

Dear Mr Hayes,

Re: Consultation in relation to the proposed restructure of National Centre for Immunisation Research and Surveillance (NCIRS) Coverage, Evaluation and Surveillance service areas

Please find attached the consultation document for the proposed restructure for NCIRS Coverage, Evaluation and Surveillance service areas at The Children's Hospital at Westmead.

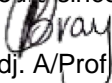
The document has been provided to staff and outlines the proposed realignment of the structure of the Coverage, Evaluation and Surveillance program area is to realign resources and activities to meet the required service area and associated deliverables within budget constraints of the new funding agreement.

The NCIRS Director and Associate Director, Surveillance, Coverage, Evaluation and Social Science have had primary responsibility for the proposed realigned structure. The guiding principle of these decisions has been to develop a model, with respect to staff positions and skill sets, which allows NCIRS to deliver the best achievable outcomes for its principal funder the Department of Health and Aged Care for the period 1 July 2023 through to 30 June 2024.

Staff have been provided with the enclosed Consultation Document and requested to provide feedback by **1 June 2023**. The Union is requested to provide feedback to the proposal within **two weeks** from the date of this letter.

Should you require any further information, please contact Associate Professor Frank Beard via email at Frank.Beard@health.nsw.gov.au or Karyn Phillips, Head Business and Research Operations via email at Karyn.Phillips@health.nsw.gov.au.

Yours sincerely,


Adj. A/Prof Paula Bray
Director of Research
Date: 17 May 2023

Attachment: Consultation Document - Proposed restructure NCIRS Coverage, Evaluation and Surveillance service areas



The Sydney
children's
Hospitals Network

care, advocacy, research, education

Sydney Children's Hospitals Network

**National Centre for Immunisation,
Research & Surveillance**

**Surveillance Coverage and Evaluation Services
Consultation Document**

May 2023

Table of Contents

<i>Background and Current Status</i>	3
<i>Future Service Requirements under New Agreements</i>	3
<i>Case for Proposed Changes to NCIRS Coverage, Evaluation and Surveillance program area structure</i> .	3
<i>Impact on NCIRS Coverage, Evaluation and Surveillance program area Employment Arrangements</i>	3
<i>Affected Positions</i>	5
<i>New Proposed Position</i>	5
<i>Method of Filling Positions in the Proposed Structure</i>	7
<i>Timetable for the Realignment</i>	7
<i>Employee Assistance Program</i>	7
<i>Feedback and Contact Details</i>	7
<i>Appendix A – Position Descriptions</i>	8

Background and Current Status

The National Centre for Immunisation Research and Surveillance (NCIRS) is a unit within the Research Division of the Sydney Children's Hospitals Network, based in Kids Research at the Children's Hospital at Westmead.

NCIRS has had a series of funding agreements with the Australian Government Department of Health and Aged Care, following success in the original tender process in 1997 for selection of the host site for a National Centre. The current funding agreement ends on 30 June 2023 and NCIRS is in the process of negotiating a new contract with varied required services and deliverables including for the Coverage, Evaluation and Surveillance program area.

To deliver the required services in a responsive and high-quality manner, NCIRS technical staff consists of people who have a range of skills and professional qualifications. A high level of experience with, and understanding of, Australian immunisation systems is an essential requirement. Technical staff is also responsible for extensive training of postgraduate students. Most technical staff are employed under Health Managers (State) Award.

Future Service Requirements under New Agreements

The current funding agreement for this area includes a range of technical support activities relating to immunisation research, data and evaluation and vaccine preventable disease surveillance. In the request for tender (RFT) there are varied technical deliverables including complex data analysis requirements of NCIRS and key stakeholders, including the use of linked data to estimate vaccine coverage at a much finer grained level than possible using Australian Immunisation Register data. The requirement for regular annual/biennial program evaluations, which NCIRS has conducted under several previous funding agreements in a relatively formulaic manner, has been removed, although the RFT indicates possible need for more complex evaluations utilising linked data and social science approaches. To enable successful undertaking of these required services and associated deliverables it has become clear that NCIRS needs to realign some positions within the Coverage, Evaluation and Surveillance program area.

Case for Proposed Changes to NCIRS Coverage, Evaluation and Surveillance program area structure

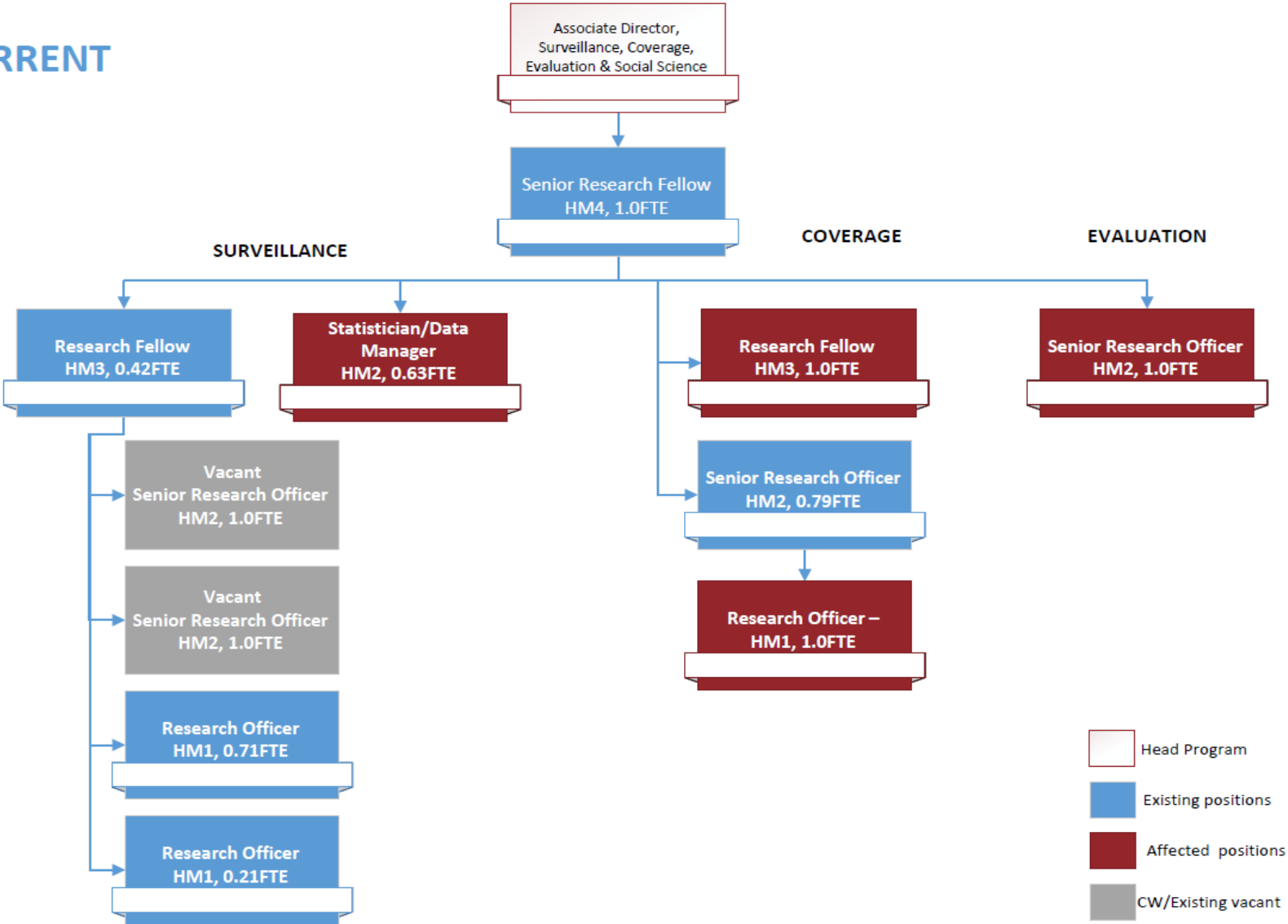
The aim of the proposed realignment of the structure of the Coverage, Evaluation and Surveillance program area is to realign resources and activities to meet the required service area and associated deliverables within budget constraints of the new funding agreement

The NCIRS Director and Associate Director, Surveillance, Coverage, Evaluation and Social Science have had primary responsibility for the proposed realigned structure, in consultation with, and for endorsement by, SCHN senior management. Human Resources advice was engaged to ensure that appropriate processes were followed at all times. The guiding principle of these decisions has been to develop a model, with respect to staff positions and skill set, which allows NCIRS to deliver the best achievable outcomes for its principal funder the Department of Health and Aged Care for the period 1st July 2023 through to 30 June 2025.

Impact on NCIRS Coverage, Evaluation and Surveillance program area Employment Arrangements

Of the eight employees within this program area, four are potentially affected by changes in the proposal with three roles being proposed for removal from the structure and one position being changed. There are three new positions being added all technical in nature.

CURRENT



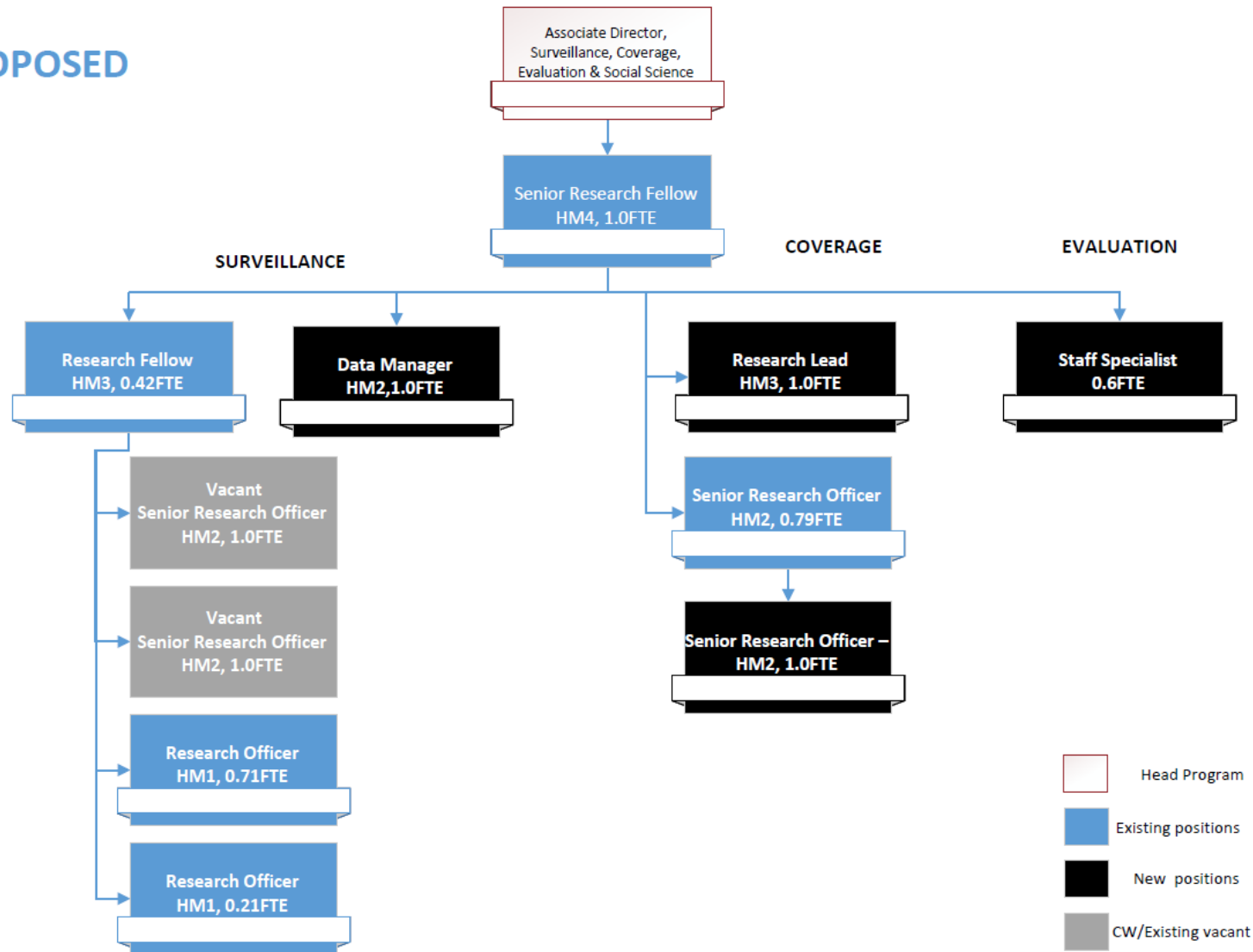
Affected Positions

Position	FTE	Classification	Description
• Research Fellow Coverage	1 FTE	HM3	Proposed removal from structure
• Senior Research Officer Evaluation	1 FTE	HM2	Proposed removal from structure
• Research Officer Coverage	1 FTE	HM1	Proposed removal from structure
• Statistician/ Data Manager	0.63FTE	HM2	Proposed removal from structure

New Proposed Position

Position	FTE	Classification	Description
1. Data Asset Manager	1FTE	HM2	Role to provide data management and analytic support across NCIRS
2. Research Lead	1FTE	HM3	Senior role to lead the planning and conduct of coverage analyses, including coordinating the integration of linked data analysis into NCIRS coverage analysis activities.
3. Senior Research Officer Coverage	1 FTE	HM2	Replacement of Research Officer HM1 position to senior role Senior Research Officer HM2 required to support the expanded and more complex work involved in coverage data analyses, including linked data analysis.
4. Staff Specialist	0.6 FTE	Staff Specialist	Senior research role required to lead complex evaluations, as required, and provide leadership support across the Surveillance, Coverage and Evaluation program area.

PROPOSED



Method of Filling Positions in the Proposed Structure

Individual meetings with staff member who may be affected will take place throughout the change process.

Where a change is proposed, this will be discussed with staff members who may be affected.

Where there is not more than one suitable applicant, individuals will be matched to roles. If there is more than one eligible person for a role, a competitive selection process will apply.

Where a member of staff remains displaced at the conclusion of the process, the Network will work with that individual to initially explore options for redeployment within the Network and will assess other contractual options on a case-by-case basis.

Timetable for the Realignment

	Stage	Timescale
A.	Consultation with staff	18/05/2023
B.	Notification to unions	18/05/2023
C.	Consultation Close	01/06/2023
D.	Work with affected staff re options	Week commencing 01/06/2023
E.	Assessment of staff and union feedback	08/06/2023
F.	Continue to work with staff affected by changes	Week commencing 08/06/2023
G.	Recruit to new structure	July 2023

Employee Assistance Program

Employee Assistance Program (EAP) is a free strictly confidential and professional counselling service provided by the Sydney Children's Hospitals Network to all staff. Staff can access the program via the following contact details:

- AccessEAP (1800 818728)
- Converge International Free call 1800 337 068

Feedback and Contact Details

Enquiries and feedback regarding the proposed structure to:

Associate Professor Frank Beard – Frank.Beard@health.nsw.gov.au
Karyn Phillips – Head Business and Research Operations –
Karyn.Phillips@health.nsw.gov.au

Appendix A – Position Descriptions

The proposed roles position description's location within the document are detailed in the

Role	Page Number
Research Lead – HM3	9
Data Asset Manager – HM2	17
Staff Specialist	25
Senior Research Officer – HM2	31

C ollaboration



It starts with me



O penness

R espect

E mpowerment

POSITION TITLE (200 characters limit)	Research Lead
POSITION NUMBER (from Stafflink) MANDATORY If this is a new position, acquire the position number after the new position has been created.	
AWARD	Health Managers (State) Award
POSITION CLASSIFICATION	Health Mgr Lvl 3
LOCATION	Westmead
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PRIMARY PURPOSE (2800 characters limit in ROB)	<p>The Research Lead will lead the planning and conduct of coverage analysis and research activities within the NCIRS Surveillance, Coverage, Evaluation and Social Science program area. This will include providing leadership of (or high-level contribution to) projects, synthesis of scientific biomedical and public health literature, and analysing and interpreting data, including national vaccine coverage datasets. The role will also take a leading role in writing technical reports and peer reviewed publications that inform national immunisation policy and practice.</p> <p>About NCIRS</p> <p>NCIRS is the leading organisation in Australia working in research that provides expert advice to support evidence-informed immunisation policy and guideline development, evaluation of the National Immunisation Program and the surveillance of vaccine-preventable diseases, vaccine coverage and vaccine safety. NCIRS has national and international recognition in this arena and also has a</p>

	<p>growing program of work providing technical support to countries in the Indo-Pacific region.</p> <p>NCIRS is a collaborative team of experts in public health, biostatistics, infectious diseases, paediatrics, internal medicine, epidemiology, communication, social science and quantitative and qualitative research and survey methods. www.ncirs.org.au</p> <p>The Centre is based within the Division of Research of the Sydney Children's Hospitals Network, Westmead Campus, NSW, Australia, but has an all-age research remit and is affiliated with the Faculty of Medicine and Health and the Sydney Institute for Infectious Diseases (Sydney ID) at the University of Sydney.</p> <p>The preferred applicant may be considered for the award of a conjoint academic title in the Faculty of Medicine and Health of The University of Sydney at a level commensurate with his/her qualifications and experience in either the Discipline of Child & Adolescent Health or the School of Public Health. The academic title will be held for the duration of the NCIRS appointment at The Children's Hospital at Westmead. No remuneration is attached to the University appointment. The appointee will be responsible to the University for academic matters and to NCIRS, The Children's Hospital at Westmead, for day-to-day work, research and clinical matters.</p>
<p>KEY ACCOUNTABILITIES</p> <p>(3100 characters limit in ROB)</p> <p><i>A high level description of the outcomes the role is expected to deliver.</i></p> <p><i>'Key Accountabilities' should be:</i></p> <ul style="list-style-type: none"> - <i>outcome focused, rather than process focused</i> - <i>ordered in importance and/or frequency</i> - <i>as specific to the role as possible while not detailing tasks.</i> <p><i>There should be no more than 6-8 'Key Accountabilities' in total.</i></p>	<ul style="list-style-type: none"> • Lead coverage analysis activities of NCIRS, including a lead role in identifying appropriate projects, study design, coordination and implementation of projects • Coordinate with NCIRS Population Health team to optimise the integration of linked data analysis (e.g. using the Multi-Agency Data Integration Project data asset) into NCIRS coverage analysis activities • Lead the development of data analysis plans and analytical methodologies • Use statistical programs such as SAS or STATA to analyse large immunisation-related datasets, including linked datasets • Synthesise relevant scientific and public health literature to support research data and prepare high quality technical reports and scientific papers, and present research findings at appropriate national/international forums • Lead and manage the coverage team staff and oversee the work undertaken by the team • Liaise with and maintain communication and relationship with key stakeholders and funding organisations • Supervise undergraduate/postgraduate students, where relevant

<p>KEY CHALLENGES</p> <p>(max 3)</p> <p>(700 characters limit)</p> <p><i>The challenges that are regularly encountered in the role.</i></p> <p><i>The Key Challenges should not restate the Key Accountabilities. <u>There should be minimum of 1 and maximum of 3 "Key Challenges" in total.</u></i></p>	<p>Managing and leading the coverage team and overseeing work undertaken by the team</p>	
	<p>Prioritising multiple projects simultaneously, including study design, developing data analysis plans and analytical methodologies</p>	
	<p>Deal with matters of an urgent or sensitive nature and exercise discretion, and sensitivity and maintain confidentiality.</p>	
<p>KEY RELATIONSHIPS (internal)</p> <p>(max 3)</p> <p>(200 characters limit)</p> <p><i>The key stakeholders and customers the role is expected to interact with routinely, rather than periodically.</i></p> <p><i>Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant.</i></p> <p><i>All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.</i></p>	WHO	WHY
	<p>1. Staff within Surveillance, Coverage, Evaluation and Social Science (SuCESS) and Population Health program area</p>	<p>Successful completion of many projects will require effective collaboration and accountability, not just of coverage team but also other SuCESS and Population Health program area staff</p>
	<p>2. Staff in other NCIRS program areas</p>	<p>NCIRS is a highly collaborative multidisciplinary organisation, and many aspects of work will intersect with or be informed by other program areas within NCIRS</p>
	<p>3.</p>	
<p>KEY RELATIONSHIPS (external)</p> <p>(max 2)</p> <p>(200 characters limit)</p> <p><i>As above</i></p>	WHO	WHY
	<p>1. Australian Government Department of Health and Aged Care</p>	<p>Key stakeholder - principal source of funding under relevant funding agreement</p>
	<p>2. NSW Department of Health</p>	<p>Key stakeholder - major source of funding under relevant funding agreement</p>

<p>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<p>FINANCIAL DELEGATION</p>	<input checked="" type="checkbox"/> As per delegation manual	
<p>ESSENTIAL REQUIREMENTS (700 characters in word)</p>	<p>Vaccination Category (A or B): B WWCC (Yes/No):N Qualifications/ Licenses/ Registrations (award requirement):</p> <hr/> <p>Work Health and Safety: <u>Select which of the following applies:</u></p> <p><input checked="" type="checkbox"/> Supervisor As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p style="text-align: center;"><u>OR</u></p> <p><input type="checkbox"/> Non-Supervisor You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>	
<p>SELECTION CRITERIA (700 characters for each criteria in word) (max 8)</p>	<ol style="list-style-type: none"> 1. Masters level or higher qualification in public health or related field, with extensive experience in public health surveillance, epidemiological research or other area/s directly relevant to the duties of the position 2. Extensive experience in the Australian health system and demonstrated understanding of immunisation service provision in Australia 3. Demonstrated high-level ability in scientific writing and production of high-quality technical reports 4. Excellent organisational skills, including planning and project management, and interpersonal and communication skills, both written and verbal 5. Demonstrated ability to lead multidisciplinary teams to complete public health surveillance and research projects in an effective and timely manner 	

	<p>6. Advanced computer skills, including the use of Microsoft programs and statistical programs such as SAS, STATA and/or other similar programs</p>
	<p>7. Demonstrated understanding of the methods for systematic literature review and relevant databases (e.g. Medline, Cochrane Library)</p>
	<p>8. Willingness to undertake training to qualify as a supervisor</p>
<p>OTHER REQUIREMENTS <u>(Standard text do not amend)</u> (3100 characters in word)</p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
- O = Occasional** activity exists up to 1/3 of the time when performing the job
- F = Frequent** activity exists between 1/3 and 2/3 of the time when performing the job
- C = Constant** activity exists for more than 2/3 or the time when performing the job
- R = Repetitive** activity involved repetitive movements
- N = Not Applicable** activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sitting – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Movement – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Head/Neck Postures – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Arm Movements – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch – use of touch is an integral part of work performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Distressed People – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Dust – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C ollaboration



It starts with me



O penness

R espect

E mpowerment

POSITION TITLE (200 characters limit)	Data Asset Manager
POSITION NUMBER (from Stafflink) MANDATORY If this is a new position, acquire the position number after the new position has been created.	
AWARD	Health Managers (State) Award
POSITION CLASSIFICATION	Health Manager Level 2
LOCATION	Westmead
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PRIMARY PURPOSE (2800 characters limit in ROB)	<p>The Data Asset Manager is required to manage several national, NSW and other large datasets including national notifications, hospitalisations, deaths, vaccination coverage and vaccine safety datasets held by the Centre and will be required to analyse, interpret, and report data from these. The position may be required to undertake more complex analysis and provide support to other staff and students with their data analysis requirements.</p> <p>About NCIRS</p> <p>NCIRS is the leading organisation in Australia working in research that provides expert advice to support evidence-informed immunisation policy and guideline development, evaluation of the National Immunisation Program and the surveillance of vaccine-preventable diseases, vaccine coverage and vaccine safety. NCIRS has national and international recognition in this arena and has a growing program of work providing technical support to countries in the Indo-Pacific region.</p>

	<p>NCIRS is a collaborative team of experts in public health, biostatistics, infectious diseases, paediatrics, internal medicine, epidemiology, communication, social science and quantitative and qualitative research and survey methods. www.ncirs.org.au</p> <p>The Centre is based within the Division of Research of the Sydney Children's Hospitals Network, Westmead Campus, NSW, Australia, but has an all-age research remit and is affiliated with the Faculty of Medicine and Health and the Sydney Institute for Infectious Diseases (Sydney ID) at the University of Sydney.</p>
<p>KEY ACCOUNTABILITIES</p> <p>(3100 characters limit in ROB)</p> <p><i>A high level description of the outcomes the role is expected to deliver.</i></p> <p><i>'Key Accountabilities' should be:</i></p> <ul style="list-style-type: none"> - <i>outcome focused, rather than process focused</i> - <i>ordered in importance and/or frequency</i> - <i>as specific to the role as possible while not detailing tasks.</i> <p><i>There should be no more than 6-8 'Key Accountabilities' in total.</i></p>	<ul style="list-style-type: none"> • Lead the management NCIRS data warehouse for large datasets, aligning to NCIRS strategic plan, and clearly communicate to all stakeholders. • Update and maintain relevant databases e.g. national, NSW and other communicable (vaccine preventable) disease surveillance including Hib enhanced surveillance, vaccination coverage and vaccine safety databases • Monitor data quality and undertake regular cleaning of data. • Undertake high quality, highly complex and advanced analyses of data from several sources, including linked data where appropriate, and provide interpretation of findings. • Design complex databases, including using linked data from different sources. • Undertake, as required, more complex analysis and provide support to other staff and students with their data analysis requirements. • Develop and implement data governance policies, such as data quality, data security, data privacy, and data access. • Promote innovation and continuous improvement by encouraging NCIRS staff to explore new tools and techniques, and continuously evaluating and improving processes. • Build and maintain strong relationships with stakeholders, understand their needs and priorities, and ensure that data management is aligned with their goals and objectives. • Other duties as required
<p>KEY CHALLENGES</p> <p>(max 3)</p>	<p>Managing and leading the coverage team and overseeing work undertaken by the team</p>

<p>(700 characters limit)</p> <p><i>The challenges that are regularly encountered in the role.</i></p> <p><i>The Key Challenges should not restate the Key Accountabilities. <u>There should be minimum of 1 and maximum of 3 "Key Challenges" in total.</u></i></p>	<p>Prioritising multiple projects simultaneously, including study design, developing data analysis plans and analytical methodologies</p>	
	<p>Deal with matters of an urgent or sensitive nature and exercise discretion, and sensitivity and maintain confidentiality.</p>	
<p>KEY RELATIONSHIPS (internal)</p> <p><u>(max 3)</u></p> <p>(200 characters limit)</p> <p><i>The key stakeholders and customers the role is expected to interact with routinely, rather than periodically.</i></p> <p><i>Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant.</i></p> <p><i>All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.</i></p>	WHO	WHY
	1. NCIRS staff involved with data analysis	The Data Asset Manager will support NCIRS staff involved with data analysis, particularly. Those from the surveillance, coverage, evaluation, population health, policy, and vaccine safety areas
	2. Other NCIRS staff	CIRS is a highly collaborative multidisciplinary organisation
	3.	
<p>KEY RELATIONSHIPS (external)</p> <p><u>(max 2)</u></p> <p>(200 characters limit)</p> <p><i>As above</i></p>	WHO	WHY
	1. Australian Government, including the Department of Health and Aged Care; Australian Institute of Health and Welfare and Therapeutic Goods Administration	Provides national notification, hospitalisation, immunisation, and vaccine safety data to NCIRS
	2. The Australian Coordinating Registry	Provides national death data to NCIRS

<p>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
<p>FINANCIAL DELEGATION</p>	<input checked="" type="checkbox"/> As per delegation manual	
<p>ESSENTIAL REQUIREMENTS (700 characters in word)</p>	<p>Vaccination Category (A or B): B WWCC (Yes/No):N Qualifications/ Licenses/ Registrations (award requirement):</p> <hr/> <p>Work Health and Safety:</p> <p><u>Select which of the following applies:</u></p> <p><input type="checkbox"/> Supervisor As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p style="text-align: center;"><u>OR</u></p> <p><input checked="" type="checkbox"/> Non-Supervisor You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.</p>	
<p>SELECTION CRITERIA (700 characters for each criteria in word) (max 8)</p>	<ol style="list-style-type: none"> 1. Post graduate qualification in data management, or relevant tertiary qualification/s and/or extensive data management experience, with demonstrated ability to manage large data collections within a health care environment or similarly complex organisation. 2. High level skills in data management, validation, analysis, and interpretation including expert skills associated with developing and using large databases and programming, including the ability to manipulate and integrate datasets, and analyse linked data from multiple sources. 3. Knowledge of communicable diseases (particularly vaccine-preventable diseases) and immunisation desirable. 4. Excellent computer skills including Microsoft Office programs such as Excel, Word, Access or similar. 5. Advanced skills in statistical computer packages (e.g., SAS, R, STATA) 	

	<p>6. Ability to understand and adhere strictly to principles of confidentiality and to ensure the integrity, reliability, accuracy of data and data systems.</p>
	<p>7. High-level communication and interpersonal skills with ability to work in a multidisciplinary team with the demonstrated ability to consult and negotiate with key stakeholders at all levels.</p>
	<p>8. Demonstrated commitment to ongoing education and professional development.</p>
<p>OTHER REQUIREMENTS <u>(Standard text do not amend)</u> (3100 characters in word)</p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
O = Occasional activity exists up to 1/3 of the time when performing the job
F = Frequent activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant activity exists for more than 2/3 or the time when performing the job
R = Repetitive activity involved repetitive movements
N = Not Applicable activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sitting – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Movement – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Head/Neck Postures – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Arm Movements – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch – use of touch is an integral part of work performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Distressed People – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Dust – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITION DESCRIPTION

SCHN - Staff Specialist-Immunisation

 C ollaboration O penness R espect E mpowerment	
Organisation	NSW Health
Local Health District / Agency	Sydney Childrens Hospital Network
Position Classification	Staff Specialist
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner Specialist
Website	www.schn.health.nsw.gov.au

PRIMARY PURPOSE

Primary purpose of the National Centre for Immunisation Research and Surveillance of Vaccine Preventable Diseases (NCIRS):

NCIRS (<https://www.ncirs.org.au>) is the leading body in Australia working in research to inform policy and planning of immunisation services and best-practice clinical use of vaccines in Australia, and support surveillance for control of vaccine preventable diseases (VPDs), including disease surveillance, vaccine coverage and immunisation adverse events. In addition, NCIRS contributes to initiatives aimed at strengthening immunisation regionally and globally, an especially in low- and middle-income countries in the Asia-Pacific region.

NCIRS functions as a collaborative team, composed of people with expertise in public health, biostatistics, paediatrics, internal medicine, infectious diseases, epidemiology, communication, social science and quantitative and qualitative research and survey methods.

Primary purpose of the role:

The Staff Specialist – Immunisation will contribute to all areas of NCIRS activities, including:

- providing technical support and supervising evidence-based research relevant to immunisation policy and practice at the state, national and/or international level. This will include high level synthesis of scientific evidence, data analysis and risk assessment related to vaccine preventable diseases and the safe and quality use of vaccines in a clinical and public health setting. High quality scientific writing and presentation skills, especially those directed at clinical and public health audiences, which draw on extensive knowledge of the clinical applicability of public health-related data, will be required.
- providing leadership and coordination for policy and/or surveillance, program evaluation, vaccine safety and global health areas (including immunisation program strengthening and vaccine policy support) of NCIRS, as required
- providing supervision, teaching and training to relevant staff, professional trainees and students
- The role may also include responsibility for management and supervision of multidisciplinary teams within NCIRS staff
- There will also be opportunities for the applicant to take an active role in other relevant activities and research projects undertaken by NCIRS

POSITION DESCRIPTION



SCHN - Staff Specialist-Immunisation

The proportion of time and effort required for these various and potentially other roles at NCIRS will vary from time to time according to prevailing needs and priorities, as directed by the Director and other senior staff of NCIRS.

The successful applicant will be considered for the award of a conjoint academic title in the Faculty of Medicine and Health of The University of Sydney at a level commensurate with his/her qualifications and experience, in either the Discipline of Child and Adolescent Health, or the School of Public Health. The academic title will be held for the duration of the NCIRS appointment at The Children's Hospital at Westmead. No remuneration is attached to the University appointment. The appointee will be responsible to the University for academic matters, and to NCIRS for research and clinical matters.

ESSENTIAL REQUIREMENTS

Vaccination Category:

Category

A -

B -

Qualifications/ Licenses/ Registrations? Relevant Qualifications

WWCC

Yes No

Work Health and Safety:

Select which of the following applies:

Supervisor

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

- Participate in all operations of the NCIRS team/s in which this role is based
- Maintain and enhance appropriate knowledge and expertise in clinical and public health aspects of immunisation to enable provision of expert advice and leadership in this area at a local, state, national and regional level
- Provide evidence-based information, advice, and guidance, to general practitioners, public health units, immunisation service clinicians and providers, consumers, community-based physicians, nurses, and other health care professionals in all areas pertaining to immunisation practices, techniques, standards and vaccination policies
- Work together with relevant senior staff to supervise multidisciplinary teams in the production of reports relevant to the NCIRS team/topic area.
- Participate in the ongoing development of evidence-based immunisation policy and clinical practice guidelines

POSITION DESCRIPTION

SCHN - Staff Specialist-Immunisation

- Lead and manage projects, coordinate project teams and/or activity areas, and contribute to management of the Centre and line-manage other staff as required
- Prepare grant applications as required
- Provide technical support to improve public health outcomes through strengthening of immunisation uptake internationally, particularly in the Indo-Pacific region
- Provide supervision, teaching and training to relevant staff, professional trainees and students
- Participate in research, both clinical and non-clinical, from concept and design through to dissemination (including publication) of findings, and other academic activities of NCIRS
- Ensure that all research, surveillance and policy support activities are carried out in accordance with established research protocols and standards and in compliance with all applicable laws, regulations, policies, and procedural requirements
- Undertake other duties as required

Clinical accountabilities for staff specialist with a clinical role

- Provide contemporary comprehensive specialist services for optimal patient outcomes.
- Provide and support training to clinicians to achieve quality education and safe clinical practice and undertake research.
- Undertake supervision and education within the clinical environment of undergraduate medical staff and other relevant staff to foster safe clinical practice.
- Utilise information systems to enable informed decision making and care planning.
- Communicate with staff and clinicians to ensure quality and continuity of care.
- Actively participate in risk management and quality programs to improve organisational processes and own practices.
- Comply with relevant legislation and regulations, NSW Ministry of Health policies and Sydney Children's Hospitals Network (SCHN) procedures to assist in meeting Activity Based Funding, Commonwealth and State targets.

Refer to Statement of Duties for more detailed description.

KEY CHALLENGES

- Demonstrate leadership within a team environment and actively contribute to and collaborate with other members of multidisciplinary teams including pro-actively participate in team meetings and decision-making processes.
- Able to assume statutory responsibilities relevant to the duties of the position, work with limited supervision, exercise flexibility, discretion and address matters of an urgent or sensitive nature promptly,
- and good judgement of when to escalate or consult regarding important issues.
- Manage effectively the communication and/or collaborative arrangements with external experts, organisations including the Department of Health, NSW Health and peak advisory committees/groups
- involved in immunisation, and other external stakeholders.

KEY RELATIONSHIPS

Who	Why
All staff within NCIRS, especially the team/s or program area/s the role is based in	Successful completion of the majority of work will require effective collaboration with and accountability to other staff members of the work teams. Aspects of the work may intersect with or be informed by other program areas within NCIRS

POSITION DESCRIPTION

SCHN - Staff Specialist-Immunisation

National experts in immunisation and staff of the Australian Government Department of Health and Aged Care, especially the Immunisation Branch	The Policy Support and Handbook program area of NCIRS provides technical support to Immunisation Branch and the Australian Technical Advisory Group on Immunisation (ATAGI), and other expert advisory groups relevant to immunisation in Australia. Other program areas of NCIRS work with, communicate and coordinate with other national experts in immunisation and the Immunisation Branch
Pertaining to Staff Specialist with global health role	
Staff of the Australian Government Department of Foreign Affairs and Trade (Australia and based in Indo-Pacific countries), and global technical and funding bodies supporting immunisation (such as WHO, Gavi), and other Australian institutions and individuals with immunisation expertise involved in supporting immunisation in the Indo-Pacific (Australian Regional Immunisation Alliance (ARIA) members)	DFAT and other international bodies such as Gavi and the Wellcome Trust are funders of the work undertaken in the Global program area of NCIRS. The Global program of work involves working in partnership and collaboration with global technical agencies such as WHO and UNICEF. NCIRS works with (through technical partnership and through a program management/coordination role) with ARIA members/organisations in supporting immunisation strengthening activities in the Indo-Pacific region.
Ministries of Health (MoHs) and national technical immunisation advisory bodies (including but not limited to formal National Immunisation Technical Advisory Groups (NITAGs))	The Global program of work involves working in partnership with MoHs and NITAGs (or related bodies), especially in the Indo-Pacific region
Pertaining to Staff Specialist with clinical role	
Medical officers and other healthcare professionals	Provide clinical leadership, teaching and patient management; collaborate regarding patient care to enable delivery of best practice and care
Medical administration	Liaise over administrative, contractual, remuneration and other matters to assist with the provision of efficient and effective clinical services
Patients/Clients, their families and relevant parties (in accordance with legislation related to confidentiality and privacy)	To provide appropriate, high quality, patient centred care which meets needs and expectations in line with CORE values

SELECTION CRITERIA

1. MBBS or equivalent, and specialist qualifications in public health, infectious diseases or similar (eg FAFPHM, FRACP or equivalent), and currently registered or eligible for general and specialist registration with the Medical Board of Australia.
2. Demonstrated experience with use of biomedical literature and relevant bibliographic databases (e.g. Medline), familiarity with methods of systematic literature review and framework for evidence-informed development of clinical practice guidelines and/or population health policies or population health policies (e.g. GRADE), and skills in the use of relevant computer packages including Microsoft Office (Excel, PowerPoint and Word) and EndNote (or equivalent).

POSITION DESCRIPTION

SCHN - Staff Specialist-Immunisation

3. Qualifications and/or previous experience in one or more of the following areas: conduct of clinical trial processes and methods, including ethics applications; clinical paediatrics/internal medicine and/or infectious diseases/microbiology; post graduate research in paediatric or internal medicine, epidemiology or public health, clinical epidemiology, systematic literature reviews and evidence synthesis, clinical guidelines development
4. Demonstrated understanding of issues relevant to immunisation policy and practice at local, state, national and global level
5. Ongoing commitment to further education and professional development and demonstrated ability to teach, and willingness to participate in the teaching and training of staff, professional trainees and students.
6. Excellent clinical skills (for those positions with a clinical role), knowledge, and direct experience in clinical and/or public health communicable disease (especially vaccine preventable disease) control and immunisation.
7. Excellent verbal and written communication skills including scientific writing skills, and demonstrated ability to liaise effectively with other health professionals.
8. Demonstrated ability to work effectively as part of a multidisciplinary team and provide leadership of a team in a public health setting.
9. Understanding of research methodology or research experience and a willingness to prepare research proposals and undertake research and demonstrated knowledge or experience in analysis or interpretation of epidemiological data
10. Demonstrated experience working in or understanding of the Australian health care system, particularly clinical and population/public health services, including those related to immunisation

OTHER REQUIREMENTS

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of SCHN, and in line with the NSW Health Code of Conduct. The following specific requirements should be noted:

Qualifications

Relevant qualification

Vaccination

Category A

Workplace Culture

Model the NSW Health CORE values and ensure all workplace conduct is consistent with the behaviours associated with those values and the NSW Health Code of Conduct.

Finance and Assets

Manage allocated finance and resources efficiently and effectively in accordance with SCHN Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an allocated budget, assets and stores, corporate records, intellectual property and personnel records.

Risk Management

Undertake business unit risk planning and risk assessments, ensuring competence in risk management and assessment. Understand and abide by the organisation's risk policies, developing an understanding of the operational and risk management context, managing risk accordingly.

Work Health and Safety

Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety

POSITION DESCRIPTION



SCHN - Staff Specialist-Immunisation

legislation, policies, procedures and safety instructions.

Workplace Diversity

Comply with and participate in the organisations workplace diversity policies and procedures.

Training

Comply with and participate in the organisation's training programs and policies, including participation in mandatory training.

Performance Review

A performance assessment will be conducted within three (3) months following commencement of employment. At least every twelve (12) months, a performance review will be undertaken.

The Staff Specialist shall comply in accordance with Ministry of Health requirements:

- Understand and practice person centred care.
- Work in partnership with consumers on improving and evaluating the delivery of services.
- Actively participate in quality improvement activities.
- Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.
- Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.
- Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.


POSITION DESCRIPTION

SCHN - Senior Research Officer

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 C ollaboration O penness R espect E mpowerment	
Organisation	NSW Health
Local Health District / Agency	The Sydney Children's Hospitals Network
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Research & Analytics Research
Website	www.schn.health.nsw.gov.au

PRIMARY PURPOSE

The National Centre for Immunisation Research and Surveillance (NCIRS) is the leading research organisation in Australia that provides expert advice on all aspects of vaccine preventable disease and other issues related to immunisation, to support initiatives in the surveillance of vaccine preventable diseases, including disease surveillance, vaccine coverage and immunisation adverse events. This work is funded through agreements with the Australian and the New South Wales governments. NCIRS also conducts epidemiologic and clinical research funded by diverse sources.

In addition to the agreements with Australian and NSW Governments, NCIRS currently has additional contracts for research and surveillance activities and research grants from external granting bodies, such as the NHMRC, Department of Foreign Affairs and Trade (DFAT), the Global Vaccine Alliance (GAVI) and others, that involve multiple external collaborators across Australia. NCIRS has recently expanded to work in regional and global health, increasing our funding arrangements with international stakeholders.

NCIRS staff includes experts in public health, epidemiology, biostatistics, paediatrics, internal medicine, infectious diseases, epidemiology, social science and quantitative and qualitative survey methods.

The Senior Research Officer will be required to contribute to the planning and conduct of surveillance, evaluation and research within NCIRS and will support the Centre's role in developing evidence-based national immunisation policy and national surveillance and evaluation activities.

The position will conduct surveillance, evaluation and research activities within the NCIRS Surveillance, Coverage, Evaluation and Social Science team, which may include providing high-level contributions to projects, synthesis of scientific biomedical and public health literature, analysis and interpretation of data including national vaccine-preventable diseases datasets, social research and writing technical reports and peer-reviewed publications that inform immunisation policy and practice.

The preferred applicant may be considered for the award of a conjoint academic title in the Faculty of Medicine and Health of The University of Sydney at a level commensurate with his/her qualifications and experience in either the Discipline of Child & Adolescent Health or the School of Public Health. The academic title will be held for the duration of the NCIRS appointment at The Children's Hospital at Westmead. No remuneration is attached to the University appointment. The appointee will be responsible to the University for academic matters and to NCIRS, The Children's Hospital at Westmead, for day-to-day work, research and clinical matters.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been

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COVID-19 VACCINATION COMPLIANCY

POSITION DESCRIPTION



SCHN - Senior Research Officer

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL REQUIREMENTS

- **Vaccination Category:**
Category A -
B
- **Qualifications/ Licenses/ Registrations? N/A**
- **WWCC** Yes No

Work Health and Safety:

Non-Supervisor

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing

KEY ACCOUNTABILITIES

- Independently undertake research activities of NCIRS including leading relevant projects.
- Manage relevant projects and provide significant intellectual contribution to one or more projects:

POSITION DESCRIPTION

SCHN - Senior Research Officer

- Plan and coordinate [AD1] specific projects including:
- Coordinate meetings/teleconferences of relevant NCIRS staff and collaborators
- Liaise with relevant NCIRS staff and collaborators to finalise study methodology
- Coordinate implementation of studies including data collection, collation and analysis
- Lead preparation of reports
- Advanced Literature searching skills and familiarity with systematic review requirements.
- Develop data analysis plans and analytical methodologies
- Undertake high level research data collection and analysis
- Use statistical programs such as SAS, SPSS, STATA or NVivo to analyse large vaccine preventable disease and immunisation-related datasets
- Demonstrate high quality technical scientific writing, including development of reports and preparation of scientific papers for publication in peer-reviewed scientific journals.
- Generate high quality research data for publication in peer-reviewed journals and appropriate national/international forums:
- Synthesise relevant scientific and public health literature to support research data and prepare highquality scientific papers for publication in peer-reviewed journals
- Present research outcomes, including at relevant national/international conferences
- Provide work supervision and guidance to other research staff as required
- Train and/or co-supervise junior research staff and undergraduate/ postgraduate students:
- Supervise/co-supervise students engaged in surveillance, and research projects
- Prepare and progress research proposals, funding applications and ethics applications as required
- Organise and document project meetings as required
- Manage research ethics reporting requirements
- Demonstrate increasing independent research capacity with demonstrated research output and a level of technical expertise that significantly enhances the research contribution of the research team
- Independently complete research projects in a timely manner and produce required reports/ research outputs that inform immunisation policy or practice
- Participate in other educational, research and surveillance activities of NCIRS
- Demonstrate commitment and contribution to personal and organisational learning and professional development.

Other duties

- Provide support to other projects within NCIRS.
- Other Duties as required.

KEY CHALLENGES

- Work collaboratively with other staff in a multidisciplinary team

POSITION DESCRIPTION

SCHN - Senior Research Officer

- Deal with matters of an urgent or sensitive nature and maintain confidentiality
- Develop decision-making, ethical awareness and communication skills relevant to the requirements of this position

KEY RELATIONSHIPS	
Who	Why
NCIRS Staff	NCIRS is a highly collaborative multidisciplinary organisation
Australian Government Department of Health, Canberra	Key stakeholder - principal source of funding under relevant funding agreement
NSW Department of Health	Key stakeholder – key source of funding under relevant funding agreement

SELECTION CRITERIA

1. Master's level degree or above in a health-related field is desirable with relevant experience in public health research or evaluation or other area/s directly relevant to the duties of the position
2. Experience in, or a thorough understanding of, the Australian health system and immunisation service provision in Australia
3. Demonstrated high level ability in scientific writing and the ability to produce high quality technical reports
4. Excellent organisational skills including planning, time management and attention to detail
5. Excellent interpersonal communications skills, both written and verbal, and ability to work individually or within a team
6. Excellent computer skills, including use of Microsoft programs and statistical programs such as SAS, SPSS, STATA, NVivo and/or other similar programs
7. Understanding of the methods for systematic literature review and relevant databases (eg Medline, Cochrane Library)
8. Willingness to undertake training to qualify as a supervisor of post graduate students

OTHER REQUIREMENTS

- Understand and practice person centred care.
- Work in partnership with consumers on improving and evaluating the delivery of services.
- Actively participate in quality improvement activities.
- Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns
- Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.
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Job Demands for: SCHN - Senior Research Officer

POSITION DESCRIPTION

SCHN - Senior Research Officer

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Infrequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Infrequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Infrequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>

POSITION DESCRIPTION

SCHN - Senior Research Officer

<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Infrequent</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Frequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Infrequent</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Infrequent</p>	

Sensory Demands

<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Not Applicable</p>	

Psychosocial Demands

<p>Distressed People - e.g. emergency or grief situations</p> <p>Occasional</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Infrequent</p>
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SCHN - Senior Research Officer

<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Infrequent</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Not Applicable</p>	
<p>Environmental Demands</p>	
<p>Dust - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Not Applicable</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Infrequent</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>

POSITION DESCRIPTION



SCHN - Senior Research Officer

<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Not Applicable</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Infrequent</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Occasional</p>