

DRAFT POSITION DESCRIPTION

Co - Director Public and Population Health Unit



Health
Illawarra Shoalhaven
Local Health District

Our CORE Values

Collaboration
Openness
Respect
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Classification	Health Managers (State) Award-Health Manager Level 5
State Award	Health Managers (State) Award-Health Manager Level 5
Vaccination Category	A
Website	http://www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE (max 3,800 characters with spaces)

The position has the operational and financial accountability for the Public and Population Health Unit (PPHU) and is part of a unit responsible for co-ordinating and delivering public and population health services, including an infectious disease response, immunisation, public health epidemiology and environmental Health, and Health Promotion activities across the ISLHD. The PPHU sits under the Integrated Community Services and Mental Health Directorate. The Co - Director PPHU reports to the Executive Director Integrated Community Services and Mental Health.

In collaboration with the Medical Co - Director PPHU the position has a role in strategic planning for both public and population health initiatives in line with ISLHD strategic priorities including identifying, monitoring, investigating matters of significant risk to public health and coordinating appropriate resources and responses, including in the event of public health disasters and other emergencies. The position is expected to represent public health at a District Executive level and to the NSW Public Health Network for ISLHD.

Manage Relationships with Key Stakeholders

Facilitate strategic partnerships and relationships.

Actively contribute to the PPHU involvement in relevant ISLHD initiatives.

Develop and maintain collaborative partnerships with; NSW Health Protection Leadership Team, Centre for Health Protection, local government, other government, non-government, academic and community organisations to implement strategies to address public and population health priorities.

Ensure appropriate representation by ISLHD on NSW Public and Population Health networks and working groups or other collaborative mechanisms.

Manage Human and Financial Resources

Demonstrate and encourage behaviour that is consistent with legislative and organisational requirements.

Ensure that NSW Health and ISLHD policies, procedures and administrative requirements such as the Appropriate Conduct Guidelines, EEO, WH&S, FOI, financial reporting, complaints management, performance management and quality improvement activities are fulfilled.

Ensure employees are provided with appropriate training and professional development opportunities to enable them to enhance their professional capacity, perform their duties in a safe and competent manner and to address emerging issues.

Manage the PPHU human and financial resources, in accordance with organisational objectives and budget priorities.

Support the efficient and effective implementation of process, organisational and cultural changes as may occur from time to time.

KEY ACCOUNTABILITIES (max 3,800 characters **with spaces**) –

In collaboration with the Medical Co – Director, lead Public and Population Health Policy Development, Direction and Planning

Provide leadership and strategic direction for public and population health across ISLHD.

Develop and implement evidence-based health protection strategies to maximise public and population health gains and reduce health inequalities.

Provide high-level advice to the Executive Director Integrated Community Services and Mental Health and the broader ISLHD community, local service providers, the public and media regarding public health risks and issues.

Fulfil disaster management responsibilities as Public Health Controller.

Be on-call for public health issues as necessary.

Facilitate working relationships between the PPHU teams in pursuit of Unit objectives.

Demonstrated leadership and interpersonal skills, with an established track record in effectively managing relationships, including negotiation and liaison skills, with both internal and external stakeholders.

Manage the Public and Population Health Unit

Maintain the capacity of the PPHU to investigate, report on and respond to notifiable diseases and other acute and environmental health risks.

Ensure the ongoing surveillance, management and response to notifiable diseases following NSW Health protocols.

Ensure appropriate evaluation and responses to environmental health risks following NSW Health protocols.

Maximise immunisation rates in the community for all ages and implement NSW Health adolescent school-based immunisation programs.

Oversee the development, implementation and review of public and population health policies and plans.

Perform functions in accordance with responsibilities outlined in public health legislation.

Report on the ISLHD performance indicators relevant to public and population health.

Ensure the human, physical and financial resources of the PPHU are managed to deliver safe and effective public health services.

Establish and maintain processes to facilitate performance improvements, including staff performance appraisals.

Demonstrated effective time management and organisational skills, with the ability to take appropriate initiative and to effectively deliver project milestones.

Expected to exercise initiative within the principles and boundaries set out in Clinical Governance and NSW Health policies and procedures, and to ensure that the Executive Director is routinely informed of relevant matters.

Manage Information

Use epidemiological data to monitor public health issues and develop appropriate responses.

Provide timely professional advice and assistance to the Executive Director Integrated Community Services and Mental health in relation to public health and population health policy and programs.

Disseminate information about public and population health programs and their outcomes to the ISLHD community and other relevant audiences.

Ensure the development of high-quality timely reports for the PPHU

Research, Teaching, Innovation and Quality

Contribute to the field of public and population health through encouraging research, innovation and dissemination of results and models of good practice.

In collaboration with the Medical Co -Director PPHU ensure the development of quality improvement processes within the PPHU.

Maintain professional standards and participate in continuing professional development programs.

SELECTION CRITERIA (max 8 selection criteria)

1. Demonstrated high-level experience and understanding of Public and Population Health principles and legislation.
2. Extensive experience and expertise in disease surveillance and control, environmental Health threats, risk assessment, and public health aspects of emergency management.
3. Demonstrated excellent verbal and written communication skills, including proficiencies with technology and dealing with the media.
4. Demonstrated excellent organisational and leadership skills including experience managing staff, financial and administrative processes.
5. Tertiary qualification in public or population health or a related field.
6. Demonstrated effectiveness in establishing and maintaining collaborative partnerships with diverse groups to achieve to priorities of the PPHU.
7. High-level strategic, analytical, and problem-solving skills including the ability to participate in decision-making on an interdisciplinary basis and experience in strategic planning in public health.
8. Current unrestricted NSW Drivers Licence.

KEY CHALLENGES (max 3 key challenges – 1,000 character limit **with spaces** in each field)

1. Accountable for effective operational and financial management of the PPHU and are expected to act within their delegations of authority.
2. Adhere to all NSW Health and ISLHD policies, procedures, and guidelines, including work health and safety and equal employment. Keep up to date with constant changes in government policies and regulations; standards and legislation and in providing support and advice to ISLHD colleagues on public health issues.
3. Provides advice, guidance and direction to ISLHD facilities and staff on public health issues and actively develops strategic partnerships with ISLHD stakeholders. Liaises with external agencies such as Ministry of Health, other Government agencies (EPA, DPI), Local Councils and relevant NGOs and community groups.

KEY RELATIONSHIPS (max 3 internal and 2 external key relationships – 200 character limit **with spaces** in each field)

WHO	WHY
Medical Co -Director Public and Population Health Unit	Co – Director model, required to work collaboratively to achieve the priorities of the PPHU
Executive Director Integrated Community Services and Mental Health	Direct Report.
PPHU and other Public and Population Health Unit Senior Managers	Works in collaboration with the Medical Co-Director Public Health and a multidisciplinary team of public health professionals.
ISLHD Executive and Clinical Governance Division. NSW Ministry of Health	Works collaboratively with all ISLHD Executive to ensure optimal outcomes. Work collaboratively with the Ministry and other agencies as required as part of their role.

JOB DEMANDS CHECKLIST

Definitions

* Denotes a critical requirement of the job

Frequency

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

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials			X				
	Sitting	Remaining in a seated position to perform tasks						X
	Standing	Remaining standing without moving about to perform tasks		X				
	Walking	Floor type: even/uneven/slippy, indoors/outdoors, slopes						X
	Running	Floor type: even/uneven/slippy, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist	Forward bending from the waist to perform tasks						X
	Trunk Twisting	Turning from the waist while sitting or standing to perform tasks						X
	Kneeling	Remaining in a kneeling posture to perform tasks						X
	Squatting/ Crouching	Adopting a squatting or crouching posture to perform tasks						X
	Leg/ Foot Movement	Use of leg and or foot to operate machinery						X
	Climbing (stairs/ladders)	Ascend/ descend stairs, ladders, steps, scaffolding						X
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg						X
		Moderate lifting & carrying – 10 – 15kg						X
		Heavy lifting & carrying – 16kg and above						X
	Reaching	Arms fully extended forward or raised above shoulder						X
	Pushing/ Pulling/ Restraining	Using force to hold/restrain or move objects toward or away from body						X
	Head/ Neck Postures	Holding head in a position other than neutral (facing forward)						X
	Hand & Arm Movements	Repetitive movements of hands & arms						X
	Grasping/ Fine Manipulation	Gripping, holding, clasping with fingers or hands						X
	Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving	Operating any motor powered vehicle						X

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sight	Use of sight is an integral part of work performance eg viewing of X-rays, computer screen			X			
	Hearing	Use of hearing is an integral part of work performance eg telephone enquiries			X			
	Smell	Use of smell is an integral part of work performance eg working with chemicals			X			
	Taste	Use of taste is an integral part of work performance eg food preparation						X

	Touch Use of touch is an integral part of work performance							X
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CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Assisting ↓						
	Distressed people eg. emergency or grief situations		X				
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness		X				
	Unpredictable people eg. dementia, mental illness, head injuries						X
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies						X

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances eg. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard						X
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground						X
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						X
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases						X