



T22/7131

# Restructure Consultation Paper

## SESLHD Public Health Unit Population and Community Health

Comments or feedback on this proposal can be submitted in writing to the Public Health Unit via email to:

[Phoebe.Wilson@health.nsw.gov.au](mailto:Phoebe.Wilson@health.nsw.gov.au)

By 5pm, Wednesday 30 November 2022

## Table of Contents

<b>1. Overview of SESLHD Public Health Unit</b>	<b>3</b>
1.1 Responsibilities of SESLHD Public Health Unit	3
1.2 Current Organisation Structures	6
1.2.1 Current Formal Business as Usual Organisation Structure	6
1.2.2 COVID-19 Interim Organisation Structure	7
<b>2. Proposed SESLHD PHU Structure</b>	<b>8</b>
2.1. Case for Change	8
2.2. Proposed Organisation Structure	20
<b>3. Proposed Changes to Positions</b>	<b>21</b>
3.1. Summary of Proposed Changes	21
3.2. New Positions Created	22
3.3. Positions Renamed	22
3.4. Positions with Increased FTE	23
3.5. Positions for Deletion	23
3.6. Positions with Changes to Reporting Lines	24
<b>4. The Recruitment and Matching Process</b>	<b>24</b>
4.1 Proposed Realignments Matching, and New Positions	24
<b>5. Consultation</b>	<b>26</b>
<b>6. Employee Assistance Program</b>	<b>26</b>
<b>7. Restructure Timeframe</b>	<b>26</b>
<b>8. Attachments</b>	<b>28</b>
<b>9. Endorsement</b>	<b>29</b>

# 1. Overview of SESLHD Public Health Unit Structure

## 1.1 Responsibilities of SESLHD Public Health Unit

South Eastern Sydney Local Health District (SESLHD) Public Health Unit (PHU) sits within the Population and Community Health (PaCH) Directorate and provides a range of services District-wide to SESLHD staff and the people living within the District. The PHU has significant responsibility in protecting the health of the communities it serves and as such focuses on identifying, preventing and minimising public health risks to the community which can be infectious, chemical or radiological in nature, and arise from other humans, animals or the environment.

The PHU seeks to protect, promote, maintain and improve the health of the south-eastern Sydney population by providing professional, high quality public health services, surveillance and monitoring, enforcement and response, education, research, information and interventions.

The recent and ongoing COVID-19 pandemic has highlighted the crucial importance of public health and disease prevention to the wellbeing and economic health of the broader community and has notably increased community awareness of public health functions. As such, this has created a significantly increased demand for public health related work, while simultaneously stretching the PHU staff and the broader public health network. This is likely to continue for the foreseeable future as the COVID-19 pandemic evolves and the public are more informed of the functions the PHU provides.

The PHU provides a comprehensive service in the management of preventable human health risks, such as communicable diseases, tobacco, and chemicals and does so with the following multidisciplinary teams:

- Administration
- Environmental Health
- Epidemiology
- Immunisation
- Infectious Diseases
- Medical

South Eastern Sydney PHU also has one of the most complex, busy and diverse portfolios within NSW, with health protection services being provided not only to the local community, but also has responsibility for two state-wide services:

- NSW Human Seaports and Airports Biosecurity Program which includes Australia's largest and busiest airport, a major cargo port, cruise ship ports, an oil import terminal and other industrial and manufacturing infrastructure
- Appointment of NSW Medical Referees

The PHU has built strong relationships with the Environmental Protection Agency, Central and Eastern Sydney Primary Health Network (CESPHN) and with local government, and works closely with general practitioners, community health workers, hospital-based clinicians, pathology laboratories, schools and childcare centres, and aged care facilities, in the protection of public health. The PHU also listens to and responds to complaints from the public concerning significant risks to public health.

### Administration

The administration team provides administrative and clerical support services to the PHU team to enable all of the various PHU teams' objectives to be met in a timely, reliable and efficient manner. The team contributes to business planning, development of procedures and business rules,

administration of funeral industry matters and medical referees, and expenditure and budgetary support under the guidance of the Director and Operations Manager, and is responsible for the management of correspondence, rosters, records and coordination of the School Vaccination Program.

### Environmental Health

The environmental health team (which includes tobacco control and vessel sanitation) plans, assesses, corrects, controls and prevents environmental factors from negatively impacting human health, and provides environmental health education to enhance the aspects of the environment that can improve human health. The team enforces the NSW Public Health Act, Public Health (Tobacco) Act and Smoke-free Environment Act, and educates and informs businesses regarding their obligations under these laws to protect the public from physical, chemical, biological and radiological agents in the environment which may adversely impact on human health. The team responds to health concerns in collaboration with local government, Environment Protection Authority and other agencies and provides health advice in relation to contaminated sites, and to air and water quality.

### Epidemiology

The epidemiology team provides expert epidemiological advice and analysis on all facets of surveillance, preparedness and response to public health risks, infectious disease incidents and emergencies. The team communicates with medical practitioners, clinical microbiology laboratory staff and others regarding disease notifications, supports other members of the PHU team in investigations, and disseminates public health information and surveillance data to health practitioners and the public. The team also plays a major role in operational public health research and evaluation, syphilis and pneumococcal disease monitoring and case management, and coordination of the NSW Human Seaports and Airports Biosecurity Program.

### Infectious Diseases

The infectious diseases team works in surveillance and control of the spread of significant infectious diseases in the community by responding to notifiable diseases, investigating outbreaks and breaches of infection control, and providing advice, information, support and guidance to health professionals, child care centres, aged care facilities and other institutions on infectious disease issues.

### Immunisation

The immunisation team provides expert technical clinical advice on all matters relating to immunisation, including clinical consultancy on immunisation activities undertaken in community-based and hospital settings. The team is also responsible for delivering a range of vaccines to high school students and intensive English centres as part of the NSW Health School Vaccination Program. The team works to improve performance in a number of NSW Ministry of Health Key Performance Indicators for immunisation, particularly for 12 month olds, 4 year olds and Aboriginal and Torres Strait Islander children, adolescents and older Aboriginal and Torres Strait Islander people living within the District. The team also receives and manages notifications of adverse events following immunisation and cold chain breaches.

### Medical

The medical team undertakes health protection roles and regulatory duties in line with NSW legislation, by providing direction, advocacy and leadership in public health, providing technical medical and clinical expertise and advice, and having overall responsibility for clinical governance, patient safety and human and financial resources within the Unit. The team contributes to and strongly encourages and fosters research, quality improvement, teaching and supervision, and works closely with other staff, including hospital & community-based clinicians and Health Protection



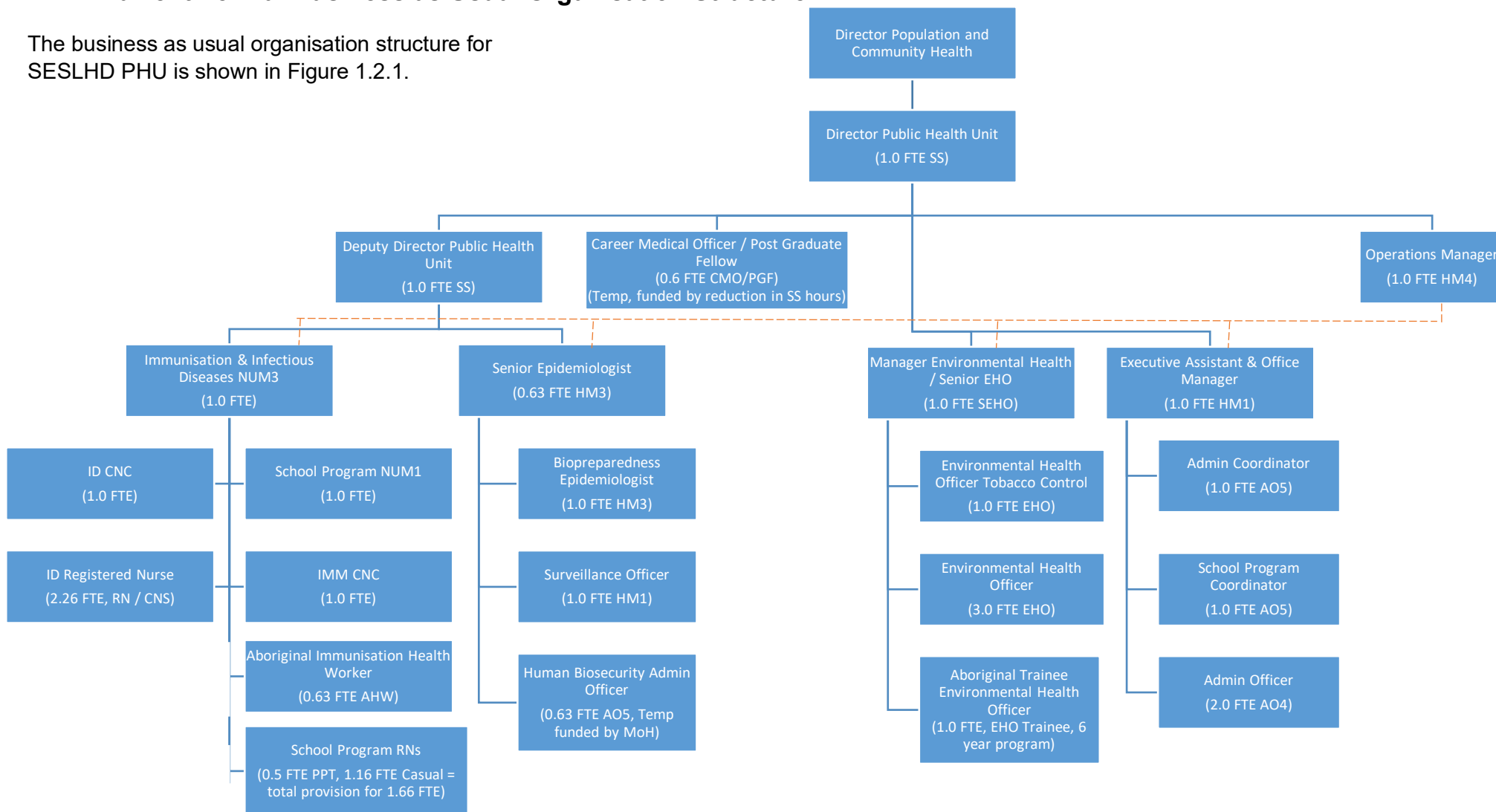
NSW (HPNSW) / Ministry of Health staff. The team also provides the public health component of emergency management at District level and participates in state-wide or multi-district responses as required by the state public health controller.

## 1.2 Current Organisation Structures

### 1.2.1 Current Formal Business as Usual Organisation Structure

Technical public health management ————  
Corporate governance & management - - - - -

The business as usual organisation structure for SESLHD PHU is shown in Figure 1.2.1.



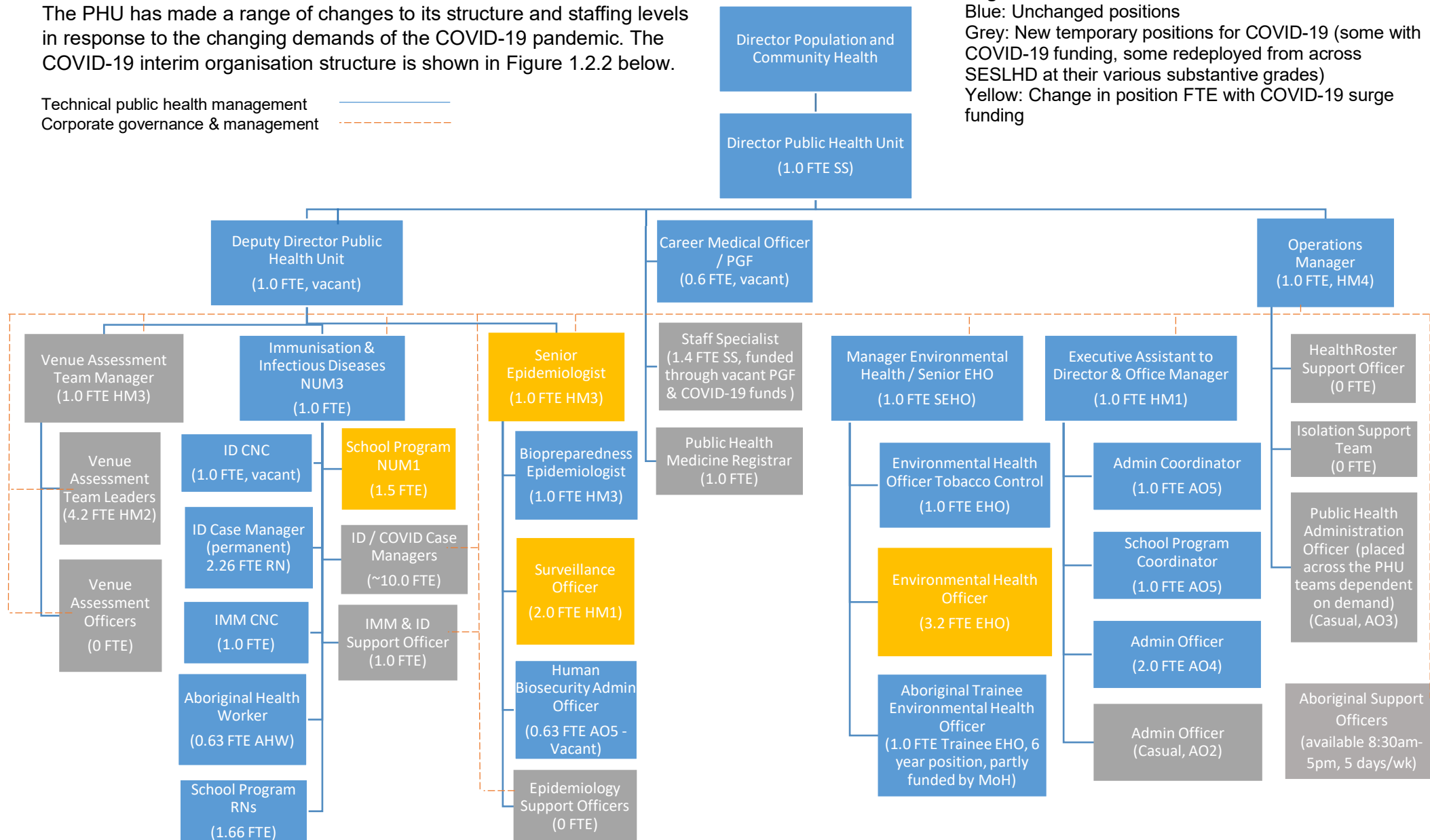
## 1.2.2 COVID-19 Interim Organisation Structure

The PHU has made a range of changes to its structure and staffing levels in response to the changing demands of the COVID-19 pandemic. The COVID-19 interim organisation structure is shown in Figure 1.2.2 below.

Technical public health management ————  
Corporate governance & management - - - - -

**Legend:**

Blue: Unchanged positions  
Grey: New temporary positions for COVID-19 (some with COVID-19 funding, some redeployed from across SESLHD at their various substantive grades)  
Yellow: Change in position FTE with COVID-19 surge funding



## 2. Proposed SESLHD PHU Structure

### 2.1. Case for Change

The PHU has seen an increase in activity in the surveillance and control of preventable human health risks and outbreak investigations over recent years, even before COVID-19. However the permanent staffing establishment remained relatively stable. Over the years, the permanent staffing establishment of the PHU has often been insufficient to fill the business as usual staff roster to manage workload and periods of leave. This was managed by increasing the number of casual shifts and overtime hours.

The COVID-19 pandemic further increased the activities of the PHU which has been managed with increasing hours of existing staff, recruiting to new temporary positions and temporarily deploying surge staff from across SESLHD where possible. The COVID-19 pandemic is likely to necessitate a sustained increased demand for public health related activities for five to ten years as it continues to evolve globally.

The importance of the NSW Human Seaports and Airports Biosecurity Program has also been heightened as a result of the COVID-19 pandemic, and it is expected that there will be a vastly increased workload in this space.

It is important to note that public health matters can have important economic and social effects as highlighted by the impact the COVID-19 pandemic has had on the community, and state, national and global economies, and as such, adequately resourcing the PHU to manage the workload and increasing demands is critical.

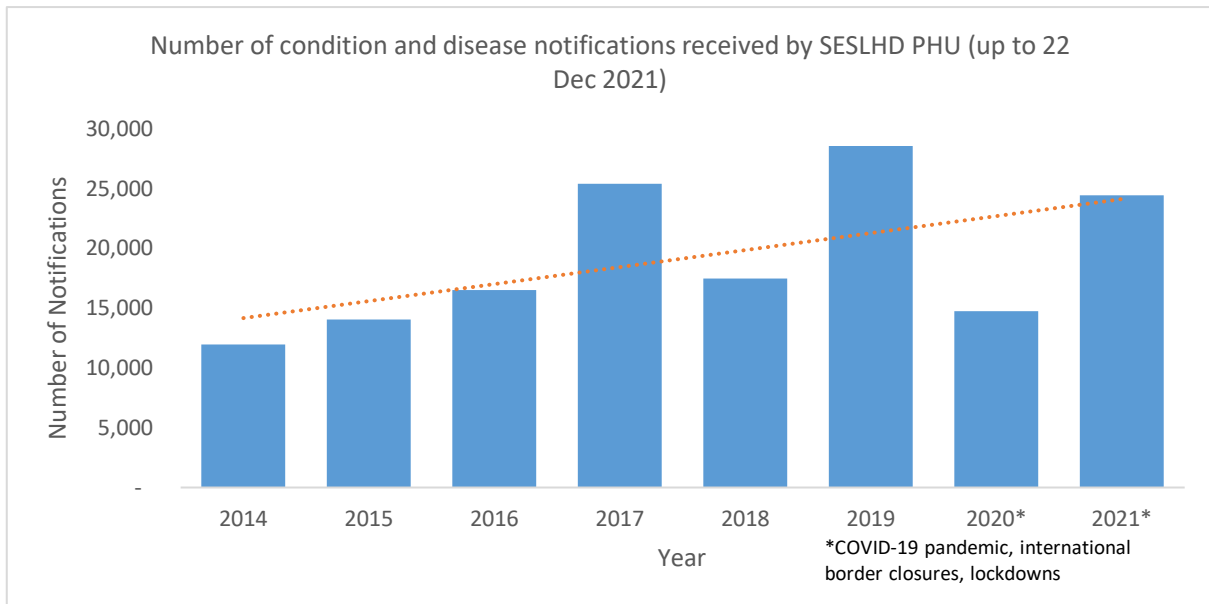
In addition to a long term response to COVID-19, as part of overall strategic planning, there is a strong desire from PaCH Executive and senior managers for the PHU to provide increased public health medical and clinical advice and further assist the District with more disease surveillance, control and reporting.

The PHU also has a key role in strengthening and supporting population health research at the local level and while research has and continues to be a component of the PHU's portfolio, there is a strong desire to further build research capacity and provide a coordinated governance for promoting and conducting high-quality research across the team.

#### Activity Data

Since 2014, there has been a marked increase in the number of condition and disease notifications received by SESLHD PHU (see Graph 1). This increase is still evident despite the drop in notifications in 2020 and 2021 predominantly due to the global COVID-19 pandemic and resultant international border closures and state lockdowns, reducing the spread of other infectious diseases.

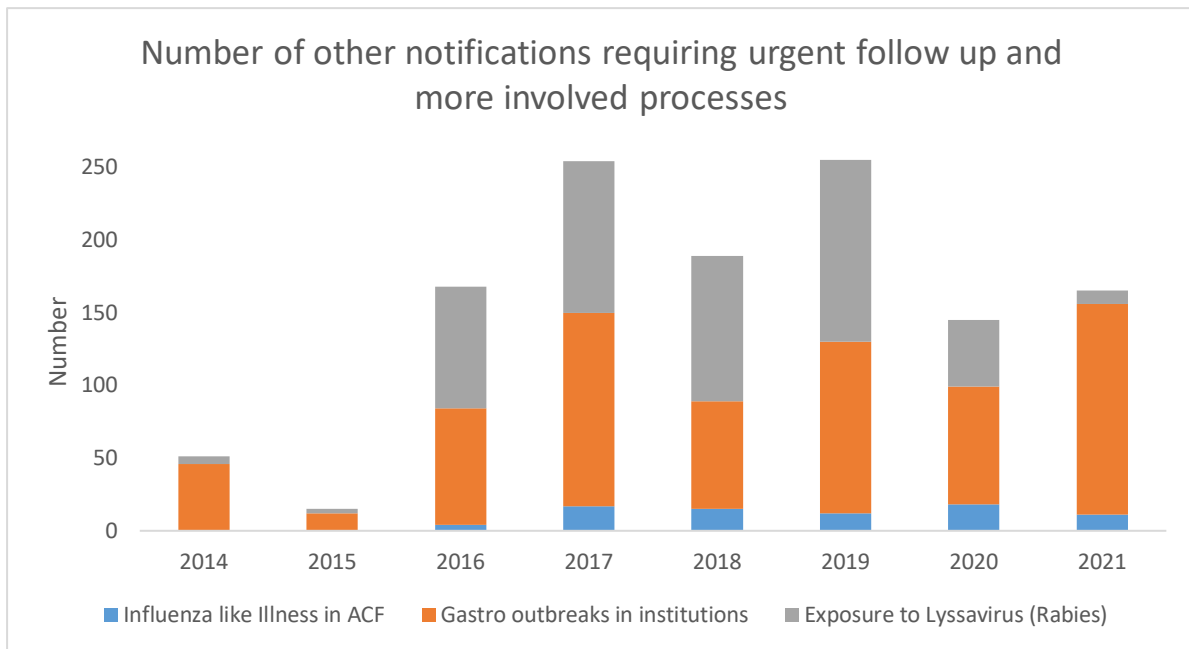




**Graph 1: Number of condition and disease notifications received by SESLHD PHU from 2014 – 22 December 2021.**

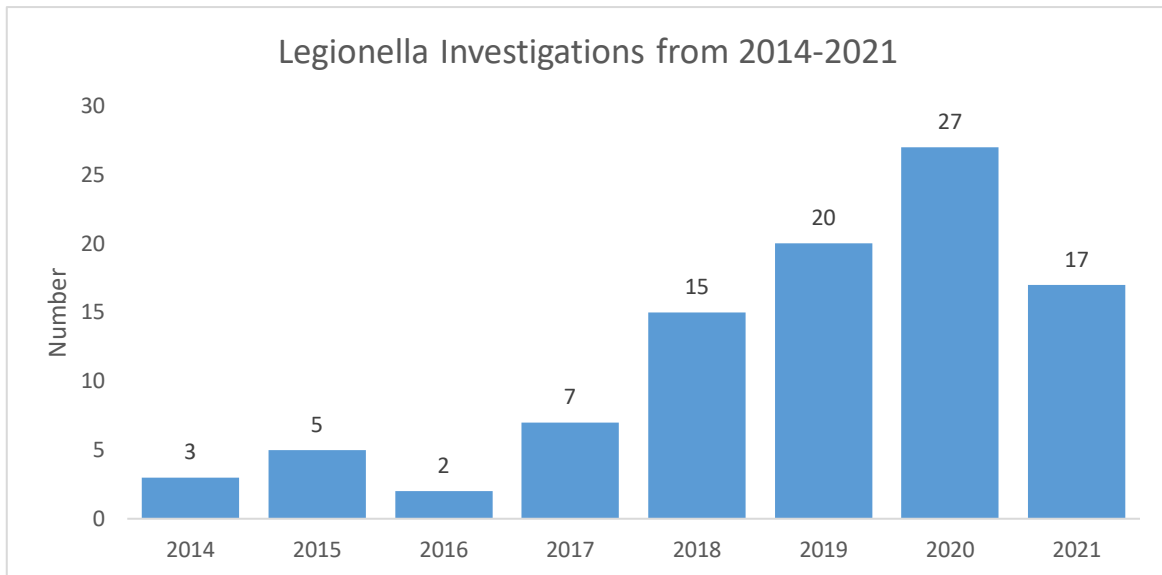
In addition to follow up of notifiable conditions the PHU also responds to other communicable disease reports, in accordance with NSW Health guidelines, which are often time consuming to investigate and manage (see Graph 2). These include:

- Influenza like Illness in Aged Care Facilities
- Gastro outbreaks in institutions (childcare, schools, hospitals, aged care)
- Exposure to lyssavirus or rabies



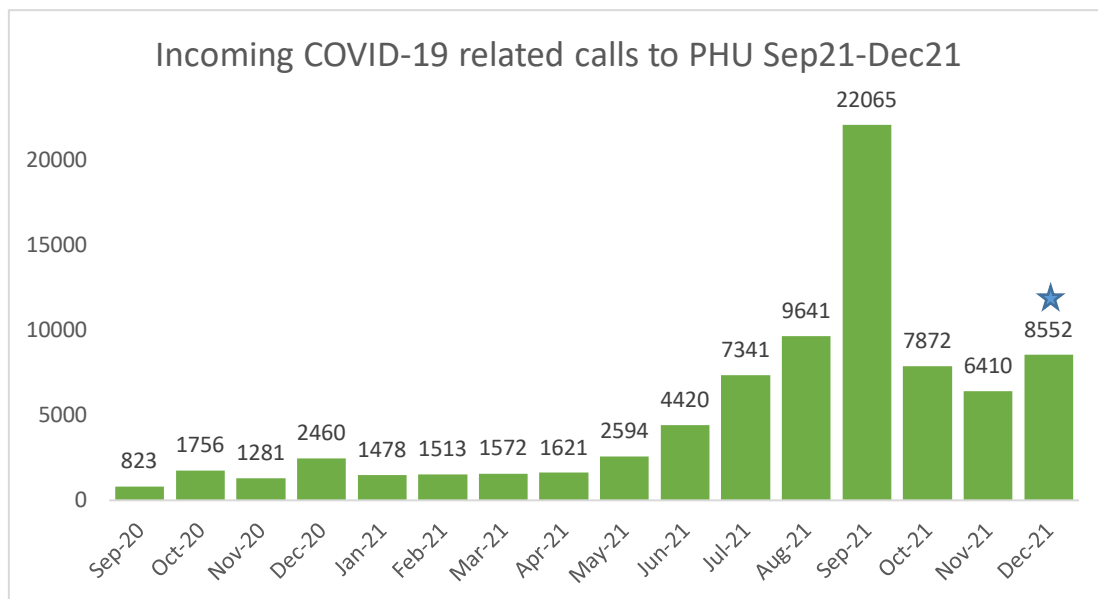
**Graph 2. Number of other disease notifications received by SESLHD PHU from 2014 – 22 December 2021.**

Increasing *Legionella* notifications over the years have significantly contributed to the work of the PHU (see Graph 3). These investigations are very time-consuming, and predominantly undertaken by the environmental health officers. The drop in cases in 2021 is presumably due to the COVID-19 lockdown.



Graph 3. Number of Legionella notifications received by SESLHD PHU from 2014 – 22 December 2021.

The PHU is also receiving a significant increase in phone calls to the Unit. The below graph shows the number of COVID-19 related calls to the PHU from September 2020 – 22 December 2021 (see Graph 4). This is in addition to the business as usual call volumes which anecdotally have remained consistent or increased. It is noted that even during periods of no local community transmission of COVID-19 (Jan-May 2021), the PHU still averaged 1,500 COVID-19 related calls each month.



Graph 4: Number of incoming COVID-19 related calls to PHU from Sep 2020 – 22 Dec 2021.

★ NB a call diversion to the Ministry of Health call centre was implemented on 17 December 2021, reducing the COVID-19 call volumes to the PHU.

As the increase in activity can be seen even before the impact of COVID-19, it is suggested that some of the new positions in this proposed restructure are funded permanently, whereas others can be initially funded for three years, allowing time for the COVID-19 pandemic to continue to evolve, with a review of those positions during this time period to assess the ongoing permanent needs.

Medical

The permanent staffing establishment of the PHU medical team is 2.0 FTE Staff Specialists (1.0 FTE Director & 1.0 FTE Deputy Director).

It is proposed to increase the current establishment of Staff Specialists to 3 FTE, which is similar to staffing levels in other comparable public health units. The demand on the medical team has increased in concert with all demands on the PHU including continuing a 7 day a week service delivery, managing the PHU's COVID-19 response, achieving District viral hepatitis targets, improving District TB governance, and supporting the District response to multi-resistant organisms. With added responsibilities for ports, including the resumption of cruise ships, it is considered unsustainable to manage this portfolio with only two people (including the Director), particularly during leave periods. If capacity allows, there is a desire within PaCH Executive to utilise public health medical skills across a broader portfolio of programs, such as smoke-free environment and smoking cessation.

The appointment of an Operations Manager to manage human resources, finance and corporate governance, operational management during rapid surge periods, and special projects of the PHU, has reduced some of the administrative roles from the medical team and hence it is also proposed that the role of Deputy Director be renamed to Staff Specialist, and managerial responsibilities removed from the position.

The majority of other NSW metropolitan PHUs have at least 1.0 FTE permanent junior medical officer (JMO) whereas, SESLHD PHU currently does not. A permanent registrar position will build capacity in the medical team to handle the large increase in the number of disease notifications due to changes in case definitions, development of new laboratory tests, additions of diseases to the list of notifiable conditions, as well as increased multi-organisation investigations and an increase in demand for vaccination advice from GPs and the public. This will also allow for future succession planning. As such, it is proposed that 1.0 FTE public health register position be included in the PHU staffing establishment permanently.

The public health registrar position would form part of the SESLHD Faculty of Public Health Medicine Advanced Training Program which is fully accredited to have training positions in public health medicine, addiction medicine and general practice. This program has been successfully run for six years, with five registrars graduating since its inception. Until now the program relied on temporary funding from various sources from the NSW Ministry of Health, all of which have now been ceased due to COVID-19 and the program faces a possibility of not continuing.

As such, it is proposed for the staffing establishment of the medical team to be comprised of 1.0 FTE Director, 2.0 FTE staff specialist and 1.0 FTE public health registrar.

Team	SESLHD Current*	SESLHD Proposed	SWSLHD	WSLHD	SLHD	NSLHD	HNELHD
Estimated 2021 population	970,370		1,057,080	1,079,650	706,850	966,340	962,390
Senior Medical Officers	2.0	3.0	1.8	2.0	7.0	2.0	3.0
Junior Medical Officers	-	1.0	1.0	1.0	4.63	-	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>4.0</b>	<b>2.8</b>	<b>3.0</b>	<b>11.63</b>	<b>2.0</b>	<b>4.0</b>

*\*Note that the PHU currently employs an additional 0.4 temporary medical officer position through COVID-19 surge funding until 30 June 2023, and 1.0 FTE public health registrar (3 year rotational program).*

Current Staffing Establishment	Proposed Staffing Establishment Changes
1.0 FTE Director (Staff Specialist)	Nil
1.0 FTE Deputy Director (Staff Specialist)	Rename role to Staff Specialist and increase to 2.0 FTE
	1.0 FTE Public Health Registrar
<b>TOTAL = 2.0 FTE</b>	<b>TOTAL = 4.0 FTE</b>

### Operations Manager and Administration Team

An Operations Manager was appointed to the PHU to manage human resources, finance, business processes, accreditation, operational management during rapid surge periods, special projects and higher level administrative processes. This was in an effort to streamline and improve the PHU's management of these areas of work which was previously being managed by the Director, Deputy Director and team managers, and to allow the staff specialists and team leaders to focus on core duties and provide technical expertise and leadership to their teams. This has also helped reduce additional hours the PHU team leaders have needed to work to manage the workload and periods of leave.

Given the heightened importance of the NSW Human Seaports and Airports Biosecurity Program as a result of the COVID-19 pandemic, it is proposed that the Operations Manager be renamed to Manager, Operations and Biosecurity. The role would be expanded to have responsibility for the coordination, logistics and operations of the program which would include liaising with the various stakeholders including the Australian Border Force, NSW Human Biosecurity Officers, Department of Agriculture, Water and the Environment (DAWE), Port Authority of NSW, Ambulance Service of NSW and various departments across SESLHD, including but not limited to Disaster Management Unit, Emergency Departments and Media and Communications. The position will be responsible for facilitating early communication of outbreaks of concern, managing risks and implementing emergency response procedures, and maintaining a 24 hour/7 day roster of authorised human biosecurity officers to respond to and immediately action any call from a DAWE biosecurity officer or a request from the NSW Chief Human Biosecurity Officer. This would involve the assembly, coordination, and deployment of clinical teams to assess the probability of a listed human disease and, if required, institute case and contact management, advise staff about personal protection measures, and provide advice on precautionary environmental cleaning and disinfection. The role will also coordinate the provision of public health personnel at the border for non-clinical activities and in the PHU as requested by the NSW Chief Health Officer to respond to outbreaks on-board aircrafts and vessels. The Manager, Operations and Biosecurity will also have financial management of the Biosecurity Program as well as for the PHU.

The Manager, Operations and Biosecurity would also manage and coordinate the planning, implementation and operations of ad-hoc COVID-19 and influenza vaccination clinics for vulnerable priority populations.

The Manager, Operations and Biosecurity would also be able to provide oversight and additional support to the Executive Assistant to the Director and Office Manager, which allows the latter position to provide increased support to the administration team, especially during periods of increased activity most recently experienced in the COVID-19 pandemic, as well as reducing the additional hours of the Executive Assistant to the Director and Office Manager, and covering periods of leave. As such, it is proposed that the Executive Assistant to the Director and Office Manager be realigned to report to the Manager, Operations and Biosecurity. The administrative staff would remain reporting to the Executive Assistant to the Director and Office Manager.

As the Manager, Operations and Biosecurity is responsible for managing the recruitment, deployment and coordination of surge staff to the PHU and works closely with the other PHU team

managers to manage workforce issues, rostering, and development of processes for surge staff, it is also proposed to change the reporting lines of any future pandemic surge teams to directly report to the Manager, Operations and Biosecurity.

To be able to effectively manage potential outbreaks in future, it is proposed to continue the Public Health Administration Officer (AO3) casual pool reporting to the Manager, Operations and Biosecurity within the structure which was temporarily created to help manage COVID-19. This will allow this casual pool to provide support to all teams across the PHU at short notice in administration, immunisation and infectious diseases, epidemiology support, environmental health support and other surge teams which may be created dependent on demand. The Manager, Operations and Biosecurity can therefore better manage the staffing levels dependent on each team's workload.

The administrative team also works with the Director to manage the Medical Referees Program for NSW. SESLHD receives \$28,000 per annum from HPNSW to manage this program.

As such, there would be no change to the permanent staffing establishment, only a change to the reporting lines of the Executive Assistant to the Director and Office Manager and potential future COVID-19 surge teams, and the renaming of the Operations Manager to Manager, Operations and Biosecurity. It is noted that the casual AO3 position would only be used for ad-hoc requirements and typically paid from COVID-19 or other incremental cost centres.

Current Staffing Establishment	Proposed Staffing Establishment Changes
1.0 FTE Operations Manager (HM4)	Rename to Manager, Operations and Biosecurity
1.0 FTE Executive Assistant to the Director and Office Manager (HM1)	Change reporting line to Manager, Operations and Biosecurity
1.0 FTE School Vaccination Program Project Officer (AO5)	Nil
1.0 FTE Administration Coordinator (AO5)	Nil
2.0 FTE Administration Officer (AO4)	Nil
<b>TOTAL = 6.0 FTE</b>	<b>TOTAL = 6.0 FTE</b>

### Immunisation and Infectious Diseases

The immunisation and infectious diseases team is led by a Nurse Unit Manager (NUM) Grade 3 (1.0 FTE).

Pre-COVID the infectious diseases team was 3.26 FTE (1.0 FTE Infectious Diseases Clinical Nurse Consultant (CNC), 2.26 FTE Infectious Diseases Registered Nurse (RN)/Clinical Nurse Specialist (CNS)), however to meet the workload and cover a 5-day week roster 4.18 FTE nursing staff was required. The remaining shifts (0.92 FTE) were filled by increased part time hours, casuals or overtime hours.

The immunisation team consists of 1.0 FTE Immunisation CNC, 0.63 FTE Aboriginal Immunisation Health Worker, 1.0 FTE NUM1 to manage the school vaccination program and casual school vaccination nurses (approximately 25-30 headcount).

It is becoming increasingly difficult for the 1.0 FTE Immunisation CNC to keep up with the rate of Adverse Effects Following Immunisation (AEFI) notifications, provide the clinical expertise and support to hospital and community based settings related to an increasingly complex public vaccination program, in addition to ensuring proper vaccine cold chain management in private and public clinics in accordance with Ministry of Health requirements. In 2020, the immunisation team managed 20 AEFIs. In 2021 (up to 22 December), the team managed 89 non-COVID-19 AEFIs alone. This has been compounded by the COVID-19 vaccination program to manage the AEFIs and to support providers with updated advice. CESP HN has passed on recent concerns from local GPs

about not being able to access timely clinical support they require from the SESLHD PHU on immunisation. While administrative processes have been put in place to help with the call volume, clinical advice is required and the 1.0 FTE CNC is unable to manage the workload alone. As such, the support largely falls on the NUM3, especially during periods of leave. However, the NUM3 already has a substantial workload and has had to work additional hours to manage the increased activity.

Furthermore, greater nursing management FTE is required to help the NUM3 with the workload of ongoing staff recruitment and rostering the casual pool, frequent roster changes, training, education, and performance reviews.

During the COVID-19 pandemic, a number of COVID-19 surge staff were brought on to help the infectious diseases registered nurses with case management. This included staff who were not registered nurses, however have been successfully trained in the role. A number of the infectious diseases registered nurses have also been trained in AEFI management for COVID-19 vaccinations. This is working well to support the Immunisation CNC. As such, it is suggested that this model be continued for business as usual to broaden the scope of the current infectious diseases registered nurses to cover both immunisation and infectious diseases and also allow for other award classifications to work in the role. Therefore, it is proposed for the positions of Infectious Diseases Registered Nurses to be renamed to Immunisation and Infectious Diseases Case Managers (Nursing or equivalent award where an individual may not be a registered nurse but has other clinical experience and holds a degree in public health).

The infectious diseases team field a large number of COVID-19 calls which is likely to continue for the foreseeable future. Anecdotally, about 80% of the COVID-19 calls received by the PHU team are referred to the infectious diseases team for further actioning (refer to Graph 4 regarding COVID-19 related call volumes), and as such due to the large increase in activity, it is proposed that staffing should also be increased. There is also a high demand on the infectious diseases team to provide support and leadership to the COVID-19 surge staff as required.

A comparison of the nursing FTE across major metropolitan public health units show that SESLHD PHU has one of the lowest FTE of immunisation and infectious diseases staff in its staffing establishment, however it is noted that SESLHD's 1.0 FTE Surveillance Officer (HM1) in the epidemiology team would typically be included in the immunisation and infectious diseases teams in other LHDs. Note, this does not include temporary surge staff for COVID-19.

Team	SESLHD Current	SESLHD Proposed	SWSLHD	WSLHD	SLHD	NSLHD	HNELHD
Estimated 2021 population	970,370		1,057,080	1,079,650	706,850	966,340	962,390
Immunisation and Infectious Diseases	7.39	9.31	9.0	9.83	15.84	7.8	7.2

To better manage the infectious diseases roster, support the workload of the evolving COVID-19 pandemic, be better equipped to provide clinical advice (particularly for immunisation) in a timely manner, and reduce overtime and the reliance on casual staffing, it is proposed to have a permanent 1.42 FTE increase to the immunisation and infectious diseases case management team and a further temporary 3.00 FTE increase for 3 years to provide senior support for COVID-19 surge staff and help cover a 7-day/week roster. It is also suggested to increase the NUM1 FTE from 1.0 FTE to 1.5 FTE to support the NUM3 particularly with the management and operations of the school vaccination program, supporting the COVID-19 and influenza vaccination clinics for vulnerable priority populations, and rostering, training and education of COVID-19 surge staff, and change the reporting

line of the school program nurses (0.5 FTE permanent part time + casual) from the NUM3 to the NUM1.

As the NUM3 currently reports to the Deputy Director, it is proposed that the reporting line change to the Director due to the suggested renaming of the Deputy Director role to staff specialist and removal of managerial responsibilities of that position. The NUM3 will also have a dotted professional reporting line to the District and Midwifery Office.

Current Staffing Establishment	Proposed Staffing Establishment Changes
1.0 FTE NUM3	Change reporting line to Director, with dotted professional reporting line to District Nursing & Midwifery Office
1.0 FTE School Program NUM1	1.5 FTE School Program NUM1
1.0 FTE Immunisation CNC	Nil
0.63 FTE Aboriginal Health Worker	Nil
0.5 FTE CNS + casual School Program Nurses	Change reporting line to NUM1
1.0 FTE Infectious Diseases CNC	Nil
2.26 FTE Infectious Diseases Registered Nurses	Rename positions and increase permanent FTE to 3.68 FTE – current staff (2.26 FTE) matched to Immunisation and Infectious Diseases Case Managers (and further temporary increase of 3.00 FTE)
<b>TOTAL = 7.39 FTE + Casuals</b>	<b>TOTAL = 9.31 FTE permanent (1.92 FTE permanent net increase) + Casuals</b>  <b>With temporary positions = 12.31 FTE</b>

*\*Note: Casual school program nurses are not counted in the total FTE but listed as 'casuals'*

### Epidemiology and Biopreparedness

The epidemiology and biopreparedness team within the PHU is required to provide epidemiological support to all other PHU teams to assist in investigations, analysis and control of public health issues. The team also manages the syphilis notifications, supports the District with combating the increase in multi-resistant organisms, and works closely with the immunisation team in providing vaccination data. This team also coordinates biopreparedness activities, including the NSW Human Seaports and Airports Biosecurity Program which now has a heightened importance due to the COVID-19 pandemic. While the team has increased in FTE to support the management response for the COVID-19 pandemic, it is expected that a number of the COVID-19 related reports, monitoring and surveillance will need to continue on an ongoing basis. This includes daily reporting of positive COVID-19 cases and COVID-19 vaccination monitoring.

Moreover, as part of the overall strategic planning, there is a strong desire from PaCH Executive and senior managers for the PHU to provide the District with more disease surveillance, epidemiology monitoring and reporting, and quality assurance. This includes supporting the District's tuberculosis work, multi-resistant organism surveillance, achieving viral hepatitis and immunisation targets, and enhanced surveillance for sexually transmitted infections and arboviruses.

Furthermore, population health research at a local level is traditionally conducted, if not led by PHUs, and while SESLHD PHU has had a successful history of undertaking research related activities, several barriers now exist to being able to consistently and actively participate in research. These include limited research skills or confidence particularly in research design and publication, lack of mentorship and supervision, and lack of dedicated time for research participation. As such, there is a need to be able to build research capacity in the PHU in line with the SESLHD Research Strategy 2017-2021.

The epidemiology and biopreparedness team also leads the media and communication work of the PHU, in particular managing the SESLHD PHU website and social media activity. This work has been supported by COVID-19 surge staff during periods of lower COVID-19 activity. It is noted that the recently appointed PaCH Communications Officer has been assisting the PHU with communication plans and managing social media responses, however there is still content input required from the epidemiology and biopreparedness team.

As such, it is proposed that a new position of Manager, Epidemiology, Biopreparedness and Research (HM4) be created to lead the team, and the Senior Epidemiologist position be deleted from the structure. This position will report to the Director, PHU with a dotted reporting line to the Manager, Operations and Biosecurity. The position will require a high level of seniority and technical expertise as it will share responsibilities within the statewide Human Seaports and Airports Biosecurity Program, in particular, working closely with the Australian Border Force, DAWE, Port Authority of NSW and the cruise ship industry to routinely collate health data reported on the biosecurity arrivals reports, provide timely information on all infectious diseases of public health interest, interpret reports, and encourage accurate human health reporting. As such, the position requires the individual to make complex judgements and suggest and assist in the implementation of appropriate changes in standard practices, policies and procedures for a statewide service.

It is also proposed to increase the Biopreparedness Epidemiologist (HM3) position to 2.0 FTE to be able to assist the PHU and broader District teams in the increased epidemiological work and develop, lead, and coordinate research projects in the PHU including evaluation of immunisation projects. The additional investment into the epidemiology and biopreparedness team will also enable the team to better support and collaborate on research priorities and opportunities across PACH. The epidemiologists will also be able to support COVID-19 surge staff in complex investigations and exposures in high risk or known transmission venues, aged care and disability services.

It is also noted that SESLHD currently receives \$80,000 per annum from HPNSW to conduct the NSW Human Seaports and Airports Biosecurity Program for NSW, equivalent to ~0.63 FTE AO5 and 0.2 FTE HM3. The administrative management was provided by the 0.63 FTE Human Biosecurity Administration Officer (AO5), however due to changes in the record keeping and data entry of infectious diseases notifications, the administration team will be able to pick up this additional workload. As such, it is proposed to remove the temporary funded AO5 position from the structure, and the funding redirected to support some of the proposed additional Biopreparedness Epidemiologist HM3 FTE.

Current Staffing Establishment	Proposed Staffing Establishment Changes
	1.0 FTE Manager, Epidemiology, Biopreparedness and Research (HM4)
0.63 FTE Senior Epidemiologist (HM3)	Delete position – substantive position vacant
1.0 FTE Biopreparedness Epidemiologist (HM3)	2.0 FTE Biopreparedness Epidemiologist (HM3) Change reporting line to Manager, Epidemiology, Biopreparedness and Research
1.0 FTE Surveillance Officer (HM1)	Change reporting line to Manager, Epidemiology, Biopreparedness and Research
<b>TOTAL = 2.63 FTE</b>	<b>TOTAL = 4.00 FTE (1.37 FTE net increase)</b>

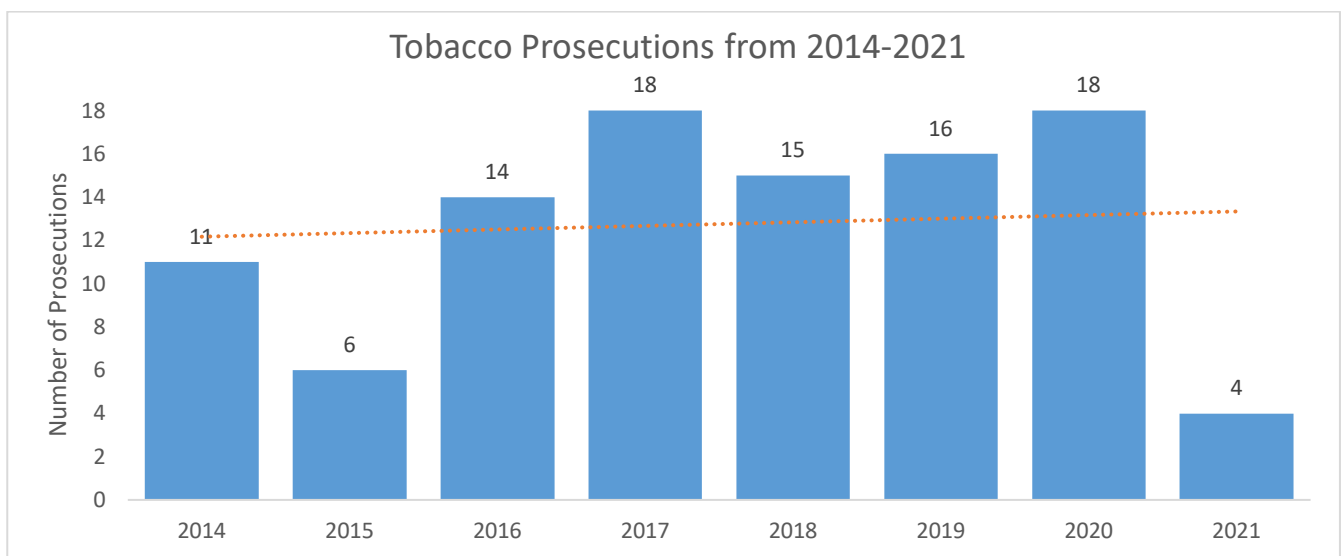
### Environmental Health

The scope of work of the Environmental Health team has broadened over the years to include tobacco and e-cigarette seizures; complex investigations relating to infection control breaches in community skin penetration (beauty industry and tattoo parlours), lead poisoning and *Legionella* outbreaks; funeral industry regulation; mosquito and arbovirus monitoring (weekly trapping from

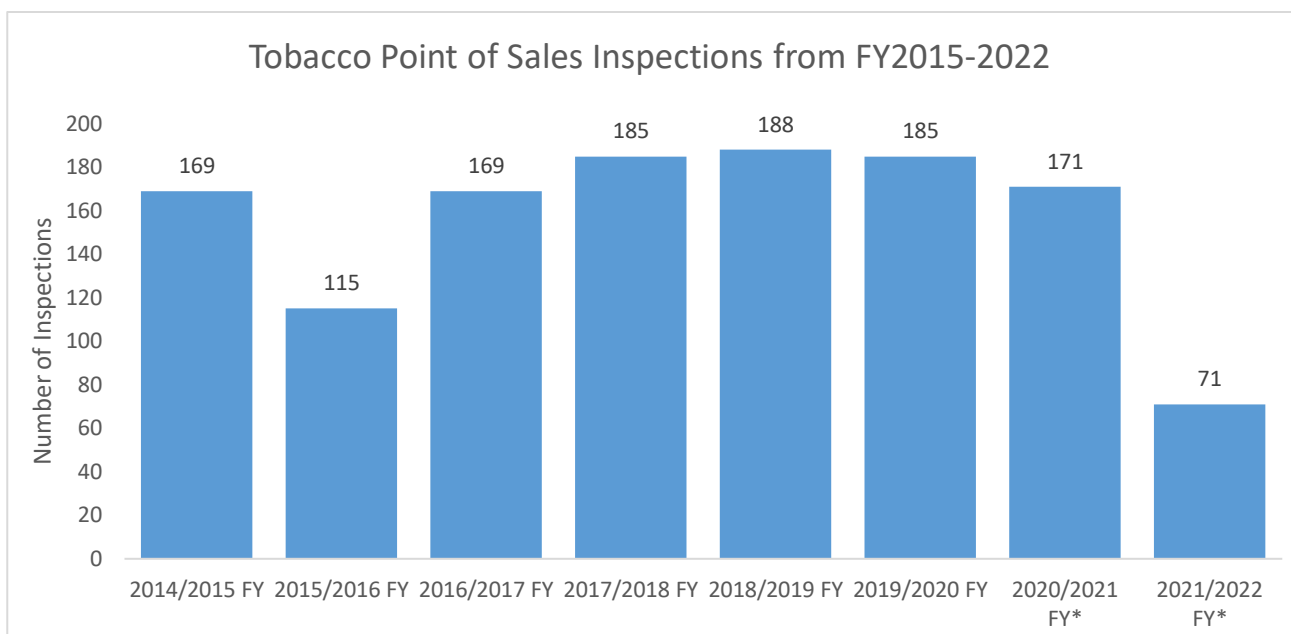


December – May to monitor arboviruses in the Georges River and Bayside areas); and an array of Public Health regulatory inspections including swimming and spa pools (includes hospital hydrotherapy pools and water splash parks), cooling towers and warm water systems, beauty industry, tattoo parlours and anatomy laboratories.

The tobacco program must meet annual KPIs set by the NSW Ministry of Health, with the work spanning retailer inspections, tobacco/e-cigarette sales to minors tests, flavoured molasses water pipe tobacco use, shisha, illegal tobacco seizures and chewing tobacco complaints and prosecutions. SESLHD has the largest volume of prosecution work in NSW, with this work increasing over the years (see Graph 5). This work requires the Tobacco Compliance Officer to work independently, have highly developed and effective negotiation skills and make judgements particularly in the regulatory work of presenting cases in court on behalf of the District, averaging two court attendances per week. Tobacco point of sales inspections and sales to minors work has also increased over the years, only hampered by the COVID-19 pandemic and lockdowns (see Graph 6).



Graph 5: Number of tobacco prosecutions managed by the Tobacco Compliance Officer from 2014 – 22 Dec 2021.



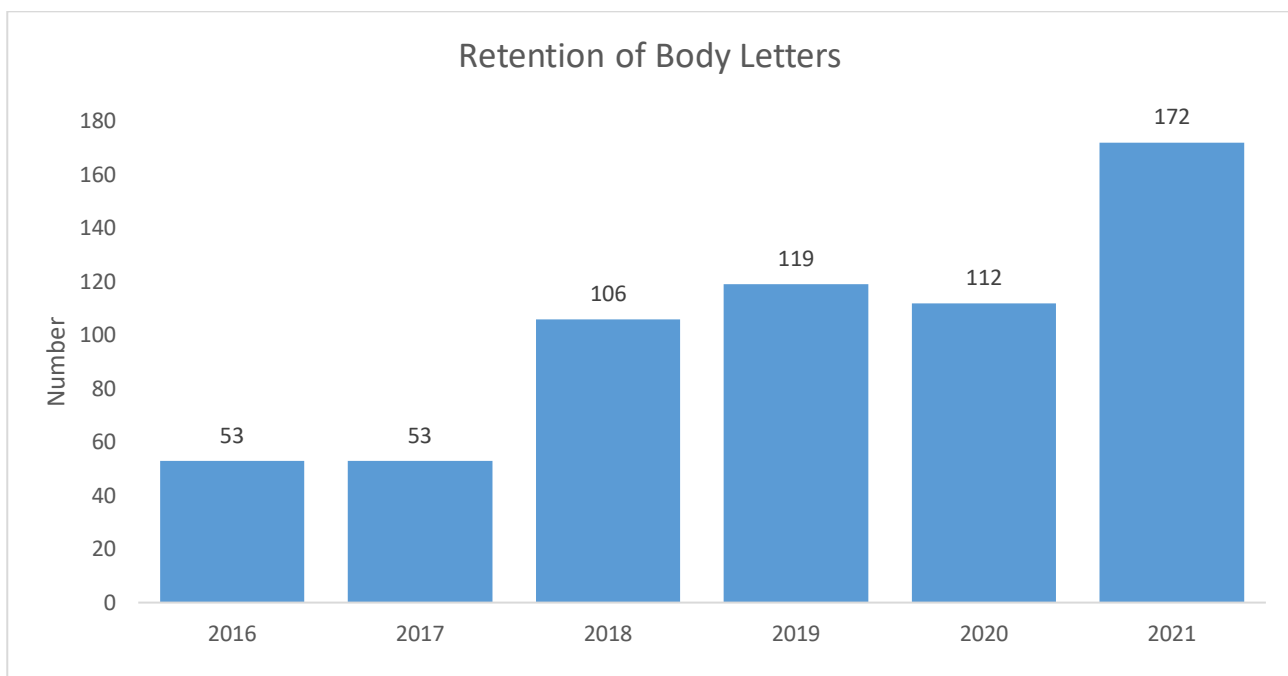
*Graph 6: Number of tobacco point of sales inspections from FY 2014/15 – 22 Dec 2021; noting COVID-19 pandemic and lockdowns have slowed the work in 2020/21 and 2021/22.*

Powers to seize illicit tobacco was given to PHUs in 2017, with a total of 38 illicit tobacco seizures conducted since that time. In recognition of the growing threat to adolescents from illegal sales of vapes SESLHD PHU was one of four PHUs authorised in February 2021 under the *Poisons and Therapeutic Goods Act 1966* to undertake liquid nicotine inspections including seizures of vape devices. In less than 12 months SESLHD PHU has conducted 18 seizures of liquid nicotine (including vapes), valued at several hundreds of thousands of dollars. A recent pilot covert vape purchase survey in Randwick, found that of the 21 retailers assessed, 10 sold illegal vapes. It is predicted that this work will continue to increase in the next few years as NSW works to combat increasing dependence of minors on vaped nicotine.

The environmental health officers (EHOs) have also become increasingly involved in complex public health investigations which can be time consuming, with on average a major complex investigation every month since 2020. These are often multi-organisational investigations, some involving other states and territories, with recent examples being potential blood-borne virus infections due to poor infection control, illegal importation of pharmaceuticals, and *Pseudomonas* contaminated piercing after-care solution which detected a national product contamination.

The team also conducted over 1,000 COVID-19 business compliance and special events inspections in 2020/2021, and performs risk assessments of COVID-19 outbreaks in more complex housing settings such as social housing, rough sleepers and large apartment blocks (n=90 as of 22 December 2021).

The funeral industry work, which includes arrangements for destitute funerals, is also increasing, and clearly evidenced by the number of retention of body letters requiring approval (see Graph 7).



*Graph 7: Number of retention of body letters approved from 2016 – 22 Dec 2021.*

The team is also responsible for reviewing human health risk assessments of major development projects and also supports Lord Howe Island which has no reticulated drinking water supply through education and review of water quality assurance programs.

The team also implements the vessel hygiene component of the NSW Human Seaports and Airports Biosecurity Program, which involves the Manager Environmental Health building strong relationships with the cruise ship industry, Australian Border Force, DAWE, and Port Authority of NSW. The vessel hygiene component includes ensuring the sanitation practices on the vessels meet local standards, minimising risks to public health and reducing the likelihood of introduction and spread of human disease, raising awareness of public health risks in the cruise industry, maintaining a consistent approach to undertaking environmental health inspections for vessels, inspecting vessels with other EHOs and providing briefings and reports following inspection. As such, the position will require high seniority and technical expertise.

The team would also like to increase their research and quality improvement project efforts.

The number of EHOs in the PHU has remained relatively similar since 1998, with the addition being a Tobacco Compliance EHO in 2005, and the additional 0.2 FTE for COVID-19 surge. The team have also recently been successful in joining the NSW Ministry of Health Aboriginal EHO Training Program which employs an Aboriginal Trainee EHO on a six year program.

The team have often been unable to provide cover during periods of leave and have been drawing upon COVID-19 surge staff over the past couple of years to support routine inspections. Not only is the workload for EHOs increasing, but the PHU are finding it increasingly difficult to recruit and retain experienced EHOs due to EHO roles in local councils being paid significantly more than NSW Health EHOs at the same level of experience. Recently, Sydney Local Health District have successfully converted all their EHO positions previously graded under the *Environmental Health Officers in the Health Professional and Medical Salaries (State) Award 2019*, to Health Manager Level 2 and Health Manager Level 3 positions under *Health Managers (State) Award*. It is noted that Western Sydney PHU and Western NSW PHU Senior Environmental Health Officers are also graded as Health Manager Level 3. It is recommended that SESLHD PHU adopt the SLHD PHU approach, reclassifying all EHO positions to the *Health Managers Award*, otherwise the Unit will be at a disadvantage compared to councils and other LHDs when trying to recruit and retain experienced EHOs. It is suggested that the Manager Environmental Health be graded at Health Manager Level 4 due to the additional responsibilities of the SESLHD Manager Environmental Health in comparison to other LHDs in having the largest volume of tobacco prosecutions to manage as well as the statewide vessel hygiene component of the NSW Human Seaports and Airports Biosecurity Program. It is suggested that the Tobacco Compliance EHO be graded at Health Manager Level 3 due to the responsibilities for legal proceedings and seizures of illegal products worth large sums of money, and independently meeting with businesses and making complex judgements. It is suggested that the other EHO positions be graded at Health Manager Level 2.

To manage the increased workload, it is proposed that the EHO FTE be increased by 0.63 FTE.

Current Staffing Establishment	Proposed Staffing Establishment Changes
1.0 FTE Manager Environmental Health (SEHO)	1.0 FTE Manager Environmental Health (HM4)
3.0 FTE EHO	3.63 FTE EHO (HM2)
1.0 FTE Tobacco Compliance EHO	1.0 FTE Tobacco Compliance EHO (HM3)
1.0 FTE Aboriginal Trainee EHO (6 year program, partly funded by NSW Ministry of Health)	Nil
<b>TOTAL = 6.0 FTE</b>	<b>TOTAL = 6.63 FTE (0.63 FTE net increase)</b>

## 2.2. Proposed Organisation Structure

The proposed SESLHD PHU organisation structure is shown in Figure 2.2 Proposed Organisation Chart below.

**Legend:**

**Blue:** Unchanged positions

**Green:** New positions (either recruitment or proposed for matching)^

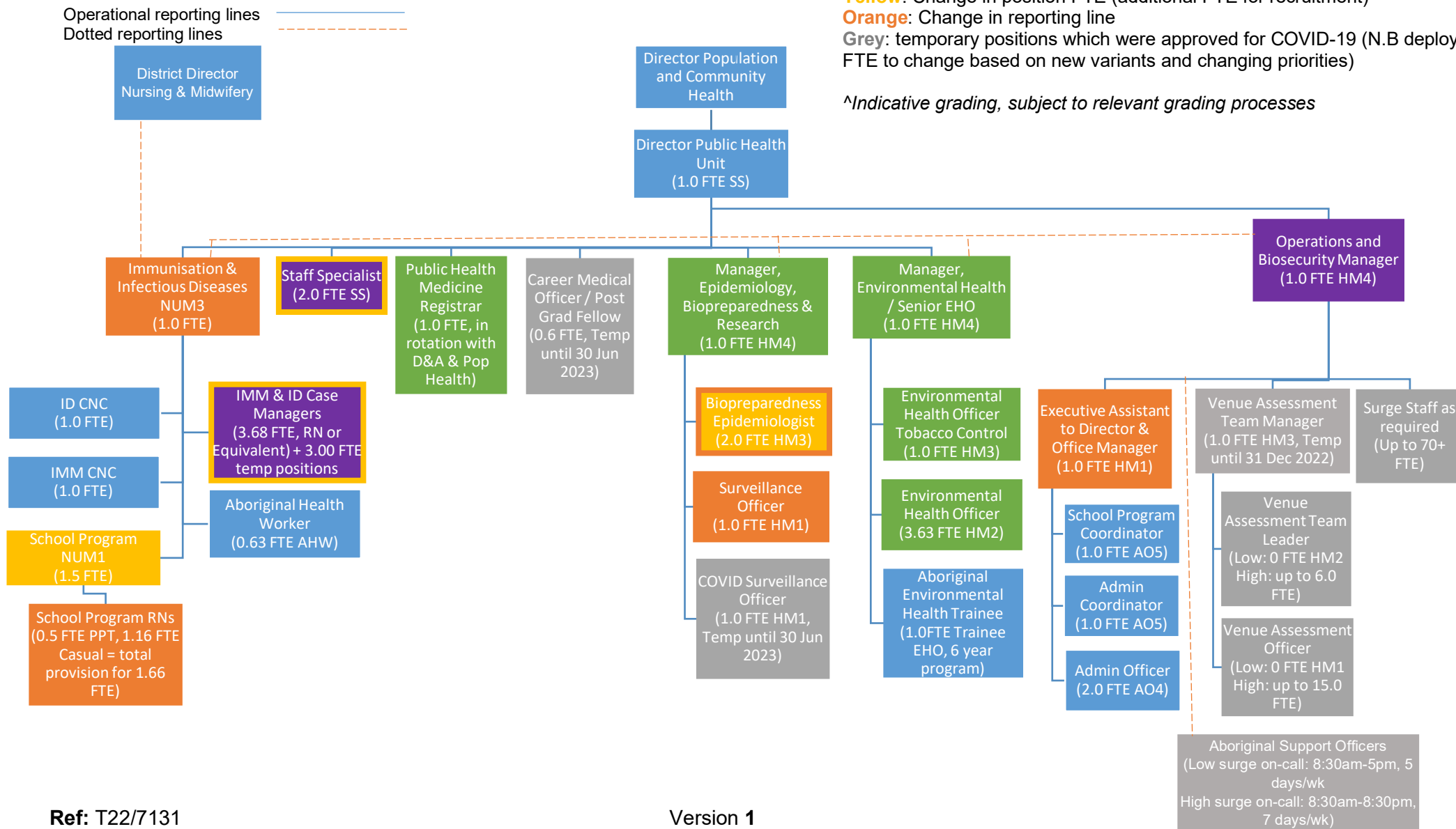
**Purple:** Renamed positions

**Yellow:** Change in position FTE (additional FTE for recruitment)

**Orange:** Change in reporting line

**Grey:** temporary positions which were approved for COVID-19 (N.B deployed FTE to change based on new variants and changing priorities)

*^Indicative grading, subject to relevant grading processes*



### 3. Proposed Changes to Positions

#### 3.1. Summary of Proposed Changes

Changes	Number of positions affected	Comments
New positions created	5	5 positions, total of 7.63 FTE <ul style="list-style-type: none"> <li>- Public Health Registrar (1.0 FTE JMO)</li> <li>- Manager, Epidemiology, Biopreparedness and Research (1.00 FTE HM4)</li> <li>- Manager Environmental Health (1.00 FTE HM4)</li> <li>- Tobacco Control Environmental Health Officer (1.00 FTE HM3)</li> <li>- Environmental Health Officer (3.63 FTE HM2)</li> </ul>
Positions renamed	3	3 positions, total of 4.26 FTE + 3.00 FTE temp <ul style="list-style-type: none"> <li>- Deputy Director – renamed to Staff Specialist (1.00 FTE SS)</li> <li>- Operations Manager – renamed to Manager, Operations and Biosecurity (1.00 FTE HM4)</li> <li>- Infectious Diseases Registered Nurses (2.26 FTE various) – renamed to Immunisation and Infectious Diseases Case Managers (note, total request is 3.68 FTE – additional FTE included below) + 3.00 FTE temporary positions</li> </ul>
Positions with increased FTE	4	4 positions, total increase of 3.92 FTE <ul style="list-style-type: none"> <li>- Staff Specialist (1.0 FTE)</li> <li>- School Program NUM1 (0.50 FTE)</li> <li>- Biopreparedness Epidemiology (1.00 FTE)</li> <li>- Immunisation and Infectious Diseases Case Managers (1.42 FTE – note, also included above as a renamed position)</li> </ul>
Positions for deletion	4	4 positions, total of 5.63 FTE <ul style="list-style-type: none"> <li>- Manager Environmental Health (1.00 FTE SEHO)</li> <li>- Tobacco Control Environmental Health Officer (1.00 FTE EHO)</li> <li>- Environmental Health Officer (3.00 FTE EHO)</li> <li>- Senior Epidemiologist (0.63 FTE, HM3 permanent position vacant)</li> </ul>
Positions with changes to direct reporting lines	5	5 positions, total of 4.5 FTE + casuals <ul style="list-style-type: none"> <li>- Executive Assistant to the Director and Office Manager (1.00 FTE)</li> <li>- Immunisation and Infectious Diseases NUM3 (1.00 FTE)</li> </ul>

Changes	Number of positions affected	Comments
		<ul style="list-style-type: none"> <li>- Biopreparedness Epidemiologist (HM3) (1.0 FTE)</li> <li>- Surveillance Officer (HM1)</li> <li>- School Program nurses (0.5 FTE + casuals)</li> </ul>

### 3.2. New Positions Created

No.	Position Title	Summary of Change
1	Public Health Medicine Registrar <i>Proposed Registrar</i>	New position created, reporting to Director PHU, supporting medical team with the increased workload and allow for capacity building and succession planning.
2	Manager, Epidemiology, Biopreparedness & Research <i>Proposed Health Manager Level 4</i>	New position created, reporting to Director PHU, taking on some of the portfolio responsibilities from Senior Epidemiologist, and broadening scope to include biopreparedness, social media, research and management and leadership of the Epidemiology and Biopreparedness team. Will have a dotted reporting line to Manager, Operations and Biosecurity,
3	Manager, Environmental Health <i>Proposed Health Manager Level 4</i>	New position created, reclassified from Senior Environmental Health Officer to Health Manager award in line with other LHDs. Higher grade due to additional responsibilities of managing the largest volume of tobacco prosecutions across the state and managing the statewide vessel hygiene component of the NSW Human Seaports and Airports Biosecurity Program. Will have a dotted reporting line to Manager, Operations and Biosecurity,
4	Tobacco Control Environmental Health Officer <i>Proposed Health Manager Level 3</i>	New position created, reclassified from Environmental Health Officer to Health Manager award in line with other LHDs – this position carries significant responsibility in representing SESPHU in court proceedings.
5	Environmental Health Officer <i>Proposed Health Manager Level 2</i>	New position created, reclassified from Environmental Health Officer to Health Manager award in line with other LHDs.

### 3.3. Positions Renamed

No.	Position Title	Summary of Change
1	Staff Specialist <i>Staff Specialist</i>	Renamed position, maintaining some of the portfolio responsibilities from Deputy Director and providing additional medical expertise. Managerial responsibilities not required as this would be shared by Director and Manager, Operations and Biosecurity.

No.	Position Title	Summary of Change
2	Manager, Operations and Biosecurity <i>Health Manager Level 4</i>	Renamed position, expanding portfolio to include biosecurity, and officially include administration and surge teams.
3	Immunisation and Infectious Diseases Case Manager <i>Proposed Registered Nurses or equivalent</i>	Renamed position, taking on the portfolio responsibilities from Infectious Diseases Registered Nurses, broadening scope to officially include Immunisation and expanding the award classification to including non-nursing awards.

### 3.4. Positions with Increased FTE

No.	Position Title	Summary of Change
1	Staff Specialist <i>Proposed Staff Specialist</i>	Increased FTE proposed from 1.0 FTE to 2.0 FTE
2	School Program Nurse Unit Manager 1 <i>Proposed as Nurse Unit Manager Level 1</i>	Increased FTE proposed from 1.0 FTE to 1.5 FTE.
3	Biopreparedness Epidemiologist <i>Proposed Health Manager Level 3</i>	Increased FTE proposed from 1.0 FTE to 2.0 FTE.
4	Immunisation and Infectious Diseases Case Manager <i>Proposed Registered Nurses or equivalent (e.g. Health Manager Level 1)</i>	Renamed position, with increased FTE proposed from 2.26 FTE to 3.68 FTE.

### 3.5. Positions for Deletion

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Manager, Environmental Health <i>Senior Environmental Health Officer</i>	Deletion of position. Reclassify to Health Manager Award in line with other LHDs. Transfer of portfolio responsibilities to Manager, Environmental Health (Proposed Health Manager Level 4).	Filled (1.0 FTE)	Yes
2	Tobacco Control Environmental Health Officer <i>Proposed Health Manager Level 3</i>	Deletion of position. Reclassify to Health Manager Award in line with other LHDs. Transfer of portfolio responsibilities to Tobacco Control Environmental Health Officer (Proposed Health Manager Level 3).	Filled (1.0 FTE)	Yes
3	Environmental Health Officer	Deletion of position. Reclassify to Health Manager Award in line with other LHDs. Transfer of portfolio responsibilities to	Filled (3.0 FTE)	Yes

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
	<i>Proposed Health Manager Level 2</i>	Environmental Health Officer (Proposed Health Manager Level 2).		
4	Senior Epidemiologist <i>Health Manager Level 3</i>	Deletion of position. Transfer of portfolio responsibilities to be shared by Manager, Epidemiology, Biopreparedness and Research.	Vacant (temporarily filled)	No

### 3.6. Positions with Changes to Reporting Lines

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Immunisation & Infectious Diseases NUM3 <i>Nurse Unit Manager Level 3</i>	Change in direct reporting line to Director PHU and includes a dotted professional reporting line to District Nursing and Midwifery Office and dotted line to Manager, Operations and Biosecurity.	Filled	No
2	Executive Assistant to the Director and Office Manager <i>Health Manager Level 1</i>	Change in direct reporting line to Manager, Operations and Biosecurity.	Filled	No
3	Biopreparedness Epidemiologist <i>Health Manager Level 1</i>	Change in direct reporting line to Manager, Epidemiology, Biopreparedness and Research.	Filled	No
4	Surveillance Officer <i>Health Manager Level 1</i>	Change in direct reporting line to Manager, Epidemiology, Biopreparedness and Research.	Filled	No
5	School Program Nurses <i>Registered Nurse</i>	Change in direct reporting line to School Program NUM1.	Filled	No

## 4. The Recruitment and Matching Process

### 4.1 Proposed Realignments Matching, and New Positions

While position descriptions require a grading process, it is proposed that the following position realignment and matching process be undertaken:

No.	Position Title	Advertising or Matching expected	Position matched to or new
1	Infectious Diseases Registered Nurses	Matching	Immunisation and Infectious Diseases Case Managers



			(renamed position with additional equivalent Awards)
<b>2</b>	Operations Manager <i>(Health Manager Level 4)</i>	Matching	Manager, Operations and Biosecurity (renamed position)
<b>3</b>	Manager, Environmental Health <i>(Proposed Health Manager Level 4)</i>	Advertising	New (reclassified)
<b>4</b>	Tobacco Control Environmental Health Officer <i>(Proposed Health Manager Level 3)</i>	Advertising	New (reclassified)
<b>5</b>	Environmental Health Officer <i>(Proposed Health Manager Level 2)</i>	Advertising	New (reclassified)
<b>6</b>	Staff Specialist <i>(Proposed Staff Specialist)</i>	Advertising	New
<b>7</b>	Public Health Registrar <i>(Proposed Registrar)</i>	Advertising	New
<b>8</b>	School Program Nurse Unit Manager 1 <i>(Proposed Nurse Unit Manager Level 1)</i>	Advertising	New
<b>9</b>	Immunisation and Infectious Diseases Case Manager <i>(Proposed Registered Nurses or equivalent)</i>	Advertising	New
<b>10</b>	Manager, Epidemiology, Biopreparedness and Research <i>(Proposed Health Manager Level 4)</i>	Advertising	New
<b>11</b>	Biopreparedness Epidemiologist <i>(Proposed Health Manager Level 3)</i>	Advertising	New

All changes will be managed as per *NSW Health PD2012\_021 Managing Excess Staff of the NSW Health Service* and *SESLHDPD/180 Management of Organisational Restructures and Other Reforms in SESLHD*.

Upon conclusion of the consultation period and provision of a response to feedback including any changes as a result, all staff who will be affected by deletions, realignments, reclassifications or change of reporting lines will be informed in writing that they are affected.

Directly matched staff will be advised in writing of their new position and/or reporting line. Where matching cannot occur, positions will be advertised and a merit selection recruitment process will be undertaken. Where staff are not matched or appointed to a position, they will be declared excess.

Excess staff will have 14 days to accept or decline an offer of voluntary redundancy. Staff who accept an offer of voluntary redundancy will leave SESLHD within 4 weeks. Staff who decline the offer of voluntary redundancy will receive case management and career assistance.

## 5. Consultation

This Restructure Consultation Paper and the draft position descriptions will be released for consultation. The Director Public Health Unit and Operations Manager will have discussions with the PHU, and in particular the staff members of the PHU who are directly impacted by the proposal as part of the consultation period.

The Director Public Health Unit will consider feedback from all staff members. Written feedback should be provided via email to: [Phoebe.Wilson@health.nsw.gov.au](mailto:Phoebe.Wilson@health.nsw.gov.au)

The Australian Salaried Medical Officers' Federation NSW (ASMOF), NSW Nurses and Midwives' Association (NSWNMA), and Health Services Union (HSU) will be notified of the proposal and provided with the Restructure Consultation Paper, as well as an opportunity to comment on the proposal.

## 6. Employee Assistance Program

Staff are reminded of the availability of the Employee Assistance Program through Converge on 1300 687 327. This number is answered 24 hours per day, seven days per week to facilitate enquiries, booking requests and to provide assistance.

## 7. Restructure Timeframe

Task	Documentation/Task	Timeframes (Indicative)
Consultation period with staff and unions commences	Release Restructure Consultation Paper and draft position descriptions	02/11/2022
Feedback reviewed and considered	Restructure Consultation Paper feedback from consultation	02-30/11/2022
Consultation period closes		30/11/2022
Final consultation document incorporating any changes identified during consultation circulated ( <i>including sign off by all approvers and CE</i> )	Restructure Consultation Paper (Final)	09/12/2022
Written advice issued to affected staff	Letter to advise of 'affected status'	12/12/2022
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to position	12/12/2022
New and/or vacant positions advertised	Through merit selection recruitment process	19/12/2022
Selection process for positions commences	Assessment of applications and interviews	16/01/2023
Written advice issued to staff appointed to positions	Letter to advise of appointments	March 2023

Task	Documentation/Task	Timeframes (Indicative)
Staff not matched or appointed to positions are declared excess	Letter to advise of "excess status" and the option to choose a voluntary redundancy or seek redeployment	March 2023
Voluntary redundancies (VRs) accepted/declined	Acceptance/declination forms submitted to Workforce Services	2 weeks from date declared "excess"
Staff who accept VRs to exit SESLHD	Separation and VR processed	2 weeks from date of acceptance
Staff who decline VRs to be provided with case management and career assistance	Letter to advise of allocation of People and Culture Business Partner for case management	Date of declination
Written advice to staff unable to be placed in positions after three months of case management to receive forced redundancy <i>* Currently paused in relation to any action of involuntary redundancy</i>	Letter to advise of forced redundancy	3 months from date of declination

## 8. Attachments

No.	Document Description	Internal Ref.
1	Position Description for Staff Specialist (renamed position)	T22/73133
2	Position Description for Public Health Registrar	T22/73127
3	Position Description for Manager, Epidemiology, Biopreparedness and Research (HM4)	T22/73130
4	Position Description for Immunisation and Infectious Diseases Case Manager (renamed position with additional Awards included)	T22/73126
5	Position Description for Manager, Environmental Health (HM4)	T22/73128
6	Position Description for Tobacco Control Environmental Health Officer (HM3)	T22/73135
7	Position Description for Environmental Health Officer (HM2)	T22/73125
8	Position Description for Manager, Operations and Biosecurity	T22/73132
9	Position Description for School Program Nurse Unit Manager 1 (Immunisation) (NUM1)	T22/74257

## 9. Endorsement

<b>Name</b>	Dr Vicky Sheppeard
<b>Position Title</b>	Director Public Health Unit
<b>Signature</b>	
<b>Date</b>	

### Executive Sponsor

<b>Name</b>	Dr Marianne Gale
<b>Position Title</b>	Director Population and Community Health
<b>Signature</b>	
<b>Date</b>	

### Chief Executive

<b>Name</b>	Mr Tobi Wilson
<b>Position Title</b>	Chief Executive, SESLHD
<b>Signature</b>	
<b>Date</b>	

# Position Description

T22/73133



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

\*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Director Public Health Unit
<b>Position Number</b>	
<b>Cost Centre</b>	181080 PaCH Public Health Unit GEN

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Position Description Title *</b>	Staff Specialist – Public Health Physician	
<b>Does this role require Multiple Awards?*</b>	NO	
<b>Award*</b> <i>List all relevant Awards</i>	Staff Specialists (State) Award	
<b>Position Classification*</b> <i>List all classifications relevant to this position</i>	Staff Specialist	
<b>Job Category Coding (ROB)*</b>	Specialist Medical & Dental Practitioner	
<b>Job Classification Coding (ROB)*</b>	Public Health	
<b>Job Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	
<b>Does this role manage or supervise others?*</b>	YES	
<b>Primary Purpose of the role*</b>  A concise summary of the primary purpose of the role, answering the question: “Why	<i>(Mandatory)</i>  <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is ‘exceptional care, healthier lives’. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i>  <i>Cannot exceed 3400 characters</i>	SESLHD covers seven Local Government Areas from Sydney's Central Business District to the Royal National Park and has a culturally and linguistically diverse population of over 930,000 people, which includes highly urbanised areas of eastern Sydney, southern Sydney and industrialised areas around Port Botany.

<p>does this role exist?"</p>		<p>The role of the Public Health Unit, which is part of the Directorate of Population and Community Health, is to identify, prevent and minimise public health risks to the community, whether infectious, chemical or radiological.</p> <p>The position supports the health protection roles and regulatory duties undertaken by the Director, provides technical medical and clinical expertise and advice to the Unit's operational teams (infectious diseases, immunisation, epidemiology and environmental health) in consultation with the Director and will act as Director of the Unit as required.</p> <p>The position holder will also provide public/population health technical expertise and support to the broader Directorate's services as required.</p> <p>The position will be located at the Public Health Unit (currently at Randwick Hospitals Campus/Prince of Wales Hospital).</p>
-------------------------------	--	---

## Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p>(Free Text)</p> <p><i>Cannot exceed 3800 characters</i></p>	<p><b>CLINICAL</b></p> <ul style="list-style-type: none"> <li>• Bring clinical knowledge &amp; experience in order to support PHU operational teams.</li> <li>• Liaise and interact effectively with peers &amp; other staff, including hospital &amp; community-based clinicians and Health Protection NSW/Ministry of Health staff.</li> <li>• Ensure medication &amp; immunisation advice provided as part of the public health response is in accordance with relevant public health guidelines and evidence.</li> <li>• Ensure a high standard is maintained of documentation of case/contact management and other public health advice. Provide a high standard consultant service in public health medicine as required by other senior medical staff and the facility.</li> <li>• Participate fully in the on-call roster as required in accordance with clinical privileges.</li> <li>• Participate actively in research activities of the PHU.</li> <li>• Adapt public health medicine practice in accordance with contemporary evidence-based best practice and any relevant protocols as approved by NSW Health from time to time.</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Model and encourage a culture of active listening, continuous learning and leadership, which values high levels of constructive feedback and exposure to new experiences.</li> <li>• Promote a sense of purpose and build a shared sense of direction within the unit.</li> <li>• Encourage others to strive for ongoing improvement.</li> <li>• Demonstrate professionalism to support a culture of accountability and integrity.</li> <li>• Model ethical practices, standards and systems and reinforce their use.</li> </ul>
--	--	--

		<p><b>CLINICAL GOVERNANCE, QUALITY IMPROVEMENT &amp; PATIENT SAFETY</b></p> <ul style="list-style-type: none"> <li>• Participate in the management and governance of the Public Health Unit.</li> <li>• Participate in Public Health Unit debriefs, case review meetings and in other quality improvement programs.</li> <li>• Promote operational research and evaluation, including upskilling of staff, in collaboration with the Unit's epidemiologists and team leaders.</li> <li>• Ensure effective clinical handover processes in accordance with Public Health Unit and LHD guidelines.</li> <li>• Participate in peer review and other Continuing Professional Development activities consistent with Australasian Faculty of Public Health Medicine and AHPRA requirements to maintain professional standards.</li> <li>• Ensure compliance with the Australian Commission on Safety and Quality in Healthcare standards as relevant.</li> </ul> <p><b>EDUCATION &amp; TRAINING</b></p> <ul style="list-style-type: none"> <li>• Assist the Director in the placement and supervision of medical and other public health trainees.</li> <li>• Support and develop public health training activities including work experience and internship placements. Delegate graded duties to medical and other trainees according to their knowledge, skills and abilities.</li> <li>• Participate in training programs specified by the Director and/or LHD in accordance with HETI, LHD, Health Protection NSW and College training requirements.</li> </ul> <p><b>PERFORMANCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Participate in LHD Performance Development Programs and undertake an annual performance review.</li> <li>• Demonstrate competency within the clinical privileges granted by the LHD.</li> </ul> <p><b>OTHER DUTIES</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Director, including acting for the Director during periods of leave as required.</li> <li>• Participate in the on-call roster and 7-day roster as required.</li> <li>• Abide by the NSW Health Code of Conduct and all NSW Health, LHD and facility/service policies and procedures that are relevant to the role.</li> </ul>
--	--	---

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

*Cannot exceed 1000 characters per Key Challenge*

<b>Challenges</b>	<ul style="list-style-type: none"> <li>• Responding to public health issues in short timeframes, meeting deadlines and acquiring 'surge' capacity to respond to public health incidents and emergencies.</li> </ul>
-------------------	---



<b>Decision Making</b>	<ul style="list-style-type: none"> <li>Keeping up-to-date with changes in government policies, legislation, regulations, standards and evidence-based public health practice to inform appropriate and relevant solutions to public health problems for the SESLHD community.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Building effective working partnerships and networks with clinicians and pathology services across SESLHD.</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

<b>Key Internal Relationships</b>  <i>3 max - Cannot exceed 200 characters per line</i>	<b>Who?</b>	Public Health Unit
	<b>Why?</b>	To successfully operate as a multidisciplinary team on day-to-day activities to ensure the PHU is highly functioning, effective and efficient.
	<b>Who?</b>	Clinicians
	<b>Why?</b>	Liaising with clinicians within SESLHD including from Infectious Diseases to gather and provide relevant and up-to-date information.
	<b>Who?</b>	
	<b>Why?</b>	
<b>Does this role routinely interact with external stakeholders?</b>		YES
<b>Key External Relationships</b>  <i>2 max - Cannot exceed 200 characters per line</i>	<b>Who?</b>	Ministry of Health, Public Health Networks, Pathology Services, Health Protection
	<b>Why?</b>	To ensure notification of all infectious diseases, surveillance to identify emerging issues, contain further spread, provide appropriate prevention and treatment strategies and input into plans, policy, regulation, legislation, system improvements.
	<b>Who?</b>	Local Government and other government agencies
	<b>Why?</b>	Implementing strategies to address public health priorities. Upholding and enforcing regulation/legislation, identifying health impacts and identifying improvement/mitigation strategies.
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

## Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	Nil
Other \$	

## Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

<b>Essential Requirements</b>	<i>(Mandatory)</i> <i>PM team will include this text</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.</li> </ul>
	<i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> <li>You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	<i>(Free Text)</i> <i>Cannot exceed 3500 characters</i>	

## Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	Registration with Medical Board of Australia (AHPRA) and Fellowship of the Australasian Faculty of Public Health Medicine
2	Evidence of experience working in multi-disciplinary health protection teams in an effective and harmonious manner
3	Demonstrated experience in health protection workforce planning, and knowledge of workforce management policies and procedures
4	Proven capacity and/or experience in the provision of high quality public health medicine services in NSW or a similar jurisdiction, with strong understanding of the key health protection challenges consistent with the needs of the population

5	Demonstrated experience in providing supervision and education to public health trainees and commitment to staff development generally
6	Demonstrated ability to communicate effectively with members of the public, with hospital and community-based health care providers, and with colleagues and staff as a public health physician
7	Evidence of continuing medical education and self-monitoring/audit practices consistent with the scope of practice as a staff specialist in public health in the Public Health Unit
8	Demonstrated experience in and commitment to research relevant to the role of the Public Health Unit

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

<b>Other Requirements</b>	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> </ul>
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	
	(Free Text) <i>Cannot exceed 3800 characters</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

## Section 11 – Capabilities for the Role

### Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input checked="" type="checkbox"/>	Manage Self	Adept
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Adept
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Adept
	<input checked="" type="checkbox"/>	Work Collaboratively	Adept
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input checked="" type="checkbox"/>	Think and Solve Problems	Adept
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input checked="" type="checkbox"/>	Project Management	Adept
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input checked="" type="checkbox"/>	Inspire Direction and Purpose	Adept
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Occasional
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Occasional
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes – exposure to noxious or toxic fumes	Occasional
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Occasional
Hazardous Substances – e.g. dry chemicals, glues	Occasional
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Occasional
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

### Word Counts

<b>Section 1</b>	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
<b>Section 2</b>	<i>Standard Key Accountabilities</i>	3500 characters
<b>Section 3</b>	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
<b>Section 4</b>	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
<b>Section 7</b>	<i>Essential Requirements</i>	3500 characters
<b>Section 8</b>	<i>Selection Criteria (each)</i>	1000 characters
<b>Section 9</b>	<i>Other Requirements</i>	3800 characters
<b>Section 10</b>	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73127



Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

\*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Director Public Health Unit
<b>Position Number</b>	
<b>Cost Centre</b>	181080 PaCH Public Health Unit GEN

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Position Description Title *</b>	JMO Advanced Trainee – Public Health	
<b>Does this role require Multiple Awards?*</b>	NO	
<b>Award*</b> <i>List all relevant Awards</i>	Public Hospital Medical Officers (State) Award	
<b>Position Classification*</b> <i>List all classifications relevant to this position</i>	JMO Advanced Trainee	
<b>Job Category Coding (ROB)*</b>	Medical Officers	
<b>Job Classification Coding (ROB)*</b>	Public Health / Infectious Diseases	
<b>Job Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	
<b>Does this role manage or supervise others?*</b>	NO	
<b>Primary Purpose of the role*</b>  A concise summary of the primary purpose of the role, answering the question: "Why	<i>(Mandatory)</i>  <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i>  <i>Cannot exceed 3400 characters</i>	The role of the Public Health Unit (PHU), which is part of the Directorate of Population and Community Health, is to identify, prevent and minimise public health risks to the community, whether infectious, chemical or radiological.

<p>does this role exist?"</p>		<p>The Advanced Trainee will work closely with public health specialists and the multidisciplinary team across the Public Health Unit focusing on infectious diseases, immunisation, epidemiology and environmental health issues and activities. The trainee will assist in the coordination clinical and public health response to outbreaks, including the investigation and public health interventions to prevent and control the spread of infectious diseases.</p>
-------------------------------	--	---

## Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p>(Free Text)</p> <p><i>Cannot exceed 3800 characters</i></p>	<ul style="list-style-type: none"> <li>• Under supervision, provide a high standard of clinical care to patients in the area of public health medicine to uphold quality service delivery whilst building on skills to become competent in the practice of public health medicine in accordance with RACP/RACGP advanced training requirements.</li> <li>• Assess, investigate, diagnose, and provide ongoing management of patients with infectious diseases of public health importance to provide high quality patient care.</li> <li>• Communicate patient-relevant information to patients and their families/carers and all staff involved in the patient's care, to ensure shared decision-making and timely information transfer. This includes establishing therapeutic relationships, escalating issues when required, and respecting confidentiality and privacy.</li> <li>• Prepare and oversee accurate documentation in relation to patient care, to ensure efficient and confidential communication of patient information, and that patient records are effective for current and future use. This includes treatment plans, correspondence, entry into medical records, referrals, reports, death certificates and any other documentation in relation to patient care and management.</li> <li>• Teach other clinical staff, to ensure an optimal learning environment, promote growth and development of others, and to develop skills in teaching. Teaching includes assisting with or leading formal education sessions, providing learning experiences on the job, case presentations, giving constructive feedback, undertaking formal/informal assessments, role modelling and mentoring.</li> <li>• Supervise other clinical staff, to enable supervisees to develop the competence and knowledge required for responsible practice, promote team building and a supportive environment, enhance the performance of those being supervised, and monitor their welfare. Supervision includes clinical supervision, checking work is conducted to standards, providing guidance, contributing to professional development, assisting to solve problems, and workload management.</li> <li>• Lead and contribute to research projects to contribute to scholarly knowledge that leads to better patient outcomes and to develop skills and understanding of the quality research including research methods, ethics, managing conflict of interest, obtaining informed consent, recruiting and supervising participants, and understanding scientific principles.</li> </ul>
--	--	--



		<ul style="list-style-type: none"> <li>• Manage and participate in the PHU's quality assurance activities to ensure that gaps in standards are identified and raised, and to contribute to the continual improvement of self, colleagues, the department and the service. This includes audit activities, quality improvement programs, peer review, relevant committee participation, root cause analyses, infection control reporting, and complaints investigations.</li> <li>• Actively monitor and manage own mental and physical wellbeing, reporting concerns and seeking assistance when needed.</li> <li>• Meet College training program requirements, participate in educational experiences, and actively seek to learn and obtain feedback in order to develop and understand your own skills, knowledge and capability; and therefore to exercise judgement and know when to seek assistance.</li> </ul>
--	--	---

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

*Cannot exceed 1000 characters per Key Challenge*

<b>Challenges</b>	<ul style="list-style-type: none"> <li>• Balancing college and/or LHD mandated training and education requirements with the delivery of high-level medical care and services in a challenging, demanding and varying environment.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Maintaining the efficient utilisation and allocation of physical, human and financial resources in line with facility and district performance benchmarks, budgets and financial targets.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Leading or participating in difficult and critical conversations with colleagues, patients, families, clients and carers.</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

<b>Key Internal Relationships</b>  <i>3 max - Cannot exceed 200 characters per line</i>	<b>Who?</b>	Public Health Specialists
	<b>Why?</b>	For direct supervision and day-to-day operational matters; for professional development and learning.
	<b>Who?</b>	Other staff within the Public Health Unit
	<b>Why?</b>	Liaising with other staff within Public Health Unit to assist with and complete assigned work.
	<b>Who?</b>	Clinicians
	<b>Why?</b>	Liaising with clinicians within SESLHD including from Infectious Diseases to gather and provide relevant and up-to-date information.
<b>Does this role routinely interact with external stakeholders?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	Ministry of Health, Public Health Networks
	<b>Why?</b>	Liaising with NSW Ministry of Health and other Public Health

2 max - Cannot exceed 200 characters per line		Network to ensure that the public health response is accurate, coordinated and well-communicated.
	<b>Who?</b>	SESLHD residents and clinicians including GPs
	<b>Why?</b>	Liaising with SESLHD residents and community clinicians such as GPs to support contract tracing and case management as well as information gathering and sharing.
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	Nil
Other \$	

### Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

<b>Essential Requirements</b>	<i>(Mandatory)</i> <i>PM team will include this text</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.</li> </ul>
	<i>(Mandatory)</i> <i>PM team will include relevant text dependent on whether the position has</i>	<ul style="list-style-type: none"> <li>You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>

	<i>direct reports or not</i>	
	<i>(Free Text)</i>  <i>Cannot exceed 3500 characters</i>	

### Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	MBBS or equivalent, currently registered with the Medical Board of Australia in an appropriate registration category
2	Demonstrated interest and commitment to further education and practice in public health medicine
3	Demonstrated ability to work effectively as part of a multi-disciplinary team in the planning, delivery and coordination of patient care
4	Demonstrated high level communication skills, including the ability to convey, and adapt verbal and written information to a clinical and non-clinical audience
5	Ability to gather information, analyse data and provide reports with appropriate recommendations.
6	Demonstrated high level independent clinical skills and judgement, with the ability to make sound decisions and problem solve with an awareness of limitations and ability to learn independently and modify behaviour accordingly
7	Demonstrated commitment to quality improvement, patient safety and risk management.
8	Preparedness and ability to participate in a 7 day roster and an on-call roster

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

<b>Other Requirements</b>	<i>(Mandatory)</i>  <i>PM team will include this text</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> </ul>
	<i>(Mandatory)</i>  <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	

	<p>(Free Text)</p> <p><i>Cannot exceed 3800 characters</i></p>	
--	--	--

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<p><b>Disqualification Questions</b></p>	<p><i>Currently Unavailable</i></p>
--	-------------------------------------

DRAFT

## Section 11 – Capabilities for the Role

### Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input checked="" type="checkbox"/>	Manage Self	Adept
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Adept
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Adept
	<input checked="" type="checkbox"/>	Work Collaboratively	Adept
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input checked="" type="checkbox"/>	Think and Solve Problems	Adept
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input checked="" type="checkbox"/>	Project Management	Adept
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input checked="" type="checkbox"/>	Inspire Direction and Purpose	Adept
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Occasional
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Occasional
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes – exposure to noxious or toxic fumes	Occasional
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Occasional
Hazardous Substances – e.g. dry chemicals, glues	Occasional
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Occasional
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

### Word Counts

<b>Section 1</b>	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
<b>Section 2</b>	<i>Standard Key Accountabilities</i>	3500 characters
<b>Section 3</b>	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
<b>Section 4</b>	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
<b>Section 7</b>	<i>Essential Requirements</i>	3500 characters
<b>Section 8</b>	<i>Selection Criteria (each)</i>	1000 characters
<b>Section 9</b>	<i>Other Requirements</i>	3800 characters
<b>Section 10</b>	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73130



<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Director Public Health Unit
<b>Position Number</b>	
<b>Cost Centre</b>	181080 PaCH Public Health Unit GEN

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *</b>	<b>Manager, Epidemiology, Biopreparedness and Research</b>	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 4	
<b>Job Category Coding (ROB)*</b>	Population Health	
<b>Job Classification Coding (ROB)*</b>	Public Health Management	
<b>Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	YES	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.  Provide strong leadership and senior management to the Public Health Unit (PHU) while overseeing the operations of the Unit to ensure delivery of an integrated and effective service.
	<i>(Free Text)</i>	The Manager, Epidemiology, Biopreparedness and Research is responsible for providing high-level technical expertise and support to the Public Health Unit (PHU) and SESLHD facilities to prepare for and respond to infectious disease emergencies and other acute public health issues. The position has the following major areas of work: coordination of outbreak investigations, emergency management and provision of epidemiological support; coordination of biopreparedness activities including the NSW Human Seaports and Airports Biosecurity Program and Health Surveillance Program; and leading the public health media and communication work and research activities.



## Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> <li>• Provide timely and accurate advice to the Director Public Health Unit to deliver a complex range of specialist health protection services: notifiable disease surveillance; enhanced syphilis surveillance; epidemiological investigations and outbreak response; human biosecurity/cruise ship program; school immunisation program epidemiological support; health protection communications (web and social media); initiation and support of public health research; performance data collation and reporting of KPIs.</li> <li>• Manage and lead the Epidemiology and Biopreparedness Team to effectively achieve the objectives of the PHU.</li> <li>• In collaboration with the Manager Operations and Biosecurity, coordinate the NSW Human Seaports and Airports Biosecurity Program and Health Surveillance Program, ensuring a state-wide perspective on surveillance and control of public health risks arising on cruise ships.</li> <li>• Analyse the public health requirements for Local Health District's (LHD) preparedness for infectious diseases emergencies, including COVID-19, Ebola Virus Disease, SARS, agents of bioterrorism, pandemic influenza and other priority conditions.</li> <li>• Lead PHU's response to outbreak and cluster investigations and public health responses to notifiable diseases or environmental health hazards, and develop investigation and research protocols and methods in response to incidents.</li> <li>• Develop LHD public health plans for prevention and control of notifiable disease and related emergencies, including public health emergency plans and protocols, and response to COVID-19.</li> <li>• Support the development and evaluation of the Unit's communications including preparation of content and content plans for the website and social media platforms.</li> <li>• Develop and deliver training in the public health aspects of infectious disease emergencies for LHD clinicians and public health staff, and other external stakeholders, where required by the Director.</li> <li>• Conduct desktop exercise within the LHD, and participate in state-wide exercises to test LHD's public health preparedness for infectious disease emergencies.</li> <li>• Lead a team of epidemiologists and other staff in the PHU undertaking research as well as collaborating with other SESLHD colleagues or external agencies in research programs, and seek out grant opportunities and prepare grant proposals and ethics applications.</li> </ul>
--	---------------------------	--

		<ul style="list-style-type: none"> <li>• Supervise trainees such as Public Health Officer, APHFM or Population Health trainees, when required and manage research staff.</li> <li>• Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.</li> <li>• Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of management.</li> <li>• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</li> <li>• Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.</li> </ul>
--	--	---

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ Managing and prioritising time to respond appropriately to multiple requests for data analysis, reports and briefings.</li> <li>▪ Ensuring continuous improvement in systems both within the PHU and outside to improve public health responses.</li> <li>▪ Developing effective surveillance systems for the monitoring key infectious diseases and planning appropriate public health responses and developing systems for implementing and testing response plans.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Exercises discretion and judgement in providing advice and responding to enquiries and correspondence, escalating any contentious issues to the Director.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Internally, the Manager, Epidemiology, Biopreparedness and Research is required to communicate regularly with the PHU's senior leadership team to prepare public health plans for the prevention and control of infectious disease emergencies liaising appropriately with multiple stakeholders.</li> <li>▪ Externally, the Manager, Epidemiology, Biopreparedness and Research will develop and maintain effective relationships with other Local Health Districts and Ministry of Health, Port Authority of NSW, Department of Agriculture, Fisheries and Forestry, Australian Border Force, and NSW Human Biosecurity Officers on public health matters.</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Director Public Health Unit
	<b>Why?</b>	Provide timely and accurate advice to the Director Public Health Unit to deliver a complex range of specialist health protection services
	<b>Who?</b>	Public Health Unit staff
	<b>Why?</b>	To manage and support the epidemiology and biopreparedness team and work with all staff members across the PHU especially in the provision of data and reports, and joint investigations
	<b>Who?</b>	SESLHD District Colleagues
	<b>Why?</b>	Routinely interact with the LHD colleagues, particularly with respect to the management and surveillance of infectious diseases outbreaks and research activities.
<b>Does this role routinely interact with external stakeholders ?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	Other Local Health Districts, Health Protection NSW and Ministry of Health
	<b>Why?</b>	Regularly liaise with stakeholders with respect to surveillance, epidemiology, emergency management and research
	<b>Who?</b>	Port Authority of NSW, Department of Agriculture, Fisheries and Forestry, Australian Border Force, and NSW Human Biosecurity Officers
	<b>Why?</b>	Liaise with and provide advice regarding surveillance of illness on cruise ships and other international vessels, investigation and management of outbreaks on these vessels in collaboration with Australian Government agencies, and development of policies and procedures regarding international vessels
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	3 FTE
Indirect Reports	0

### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

### Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	(Mandatory)	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li><i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</li> <li><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	(Free Text)	

### Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Masters or higher qualification in public health, or equivalent work experience with high-level technical expertise in epidemiologic methods and the investigation of public health problems.
2	Knowledge of epidemiological methods relevant to the investigation and control of infectious diseases and investigation of environmental health issues. Including demonstrated competence in the use of databases, statistical and other software programs for the capture, analysis and presentation of data.
3	Highly developed coordination and management skills to lead staff and allocate duties to achieve strong outcomes in public health epidemiology, surveillance and research.
4	Experience working with the cruise ship industry and public health management of cases and outbreaks of disease on vessels including planning, implementing and evaluation of strategies.
5	Ability to work on key areas of work with minimum of supervision, meet deadlines and manage within budgetary requirements.
6	Highly effective communication and negotiation skills with capacity to build and maintain effective and collaborative relationships with senior executives, clinicians and academics, internal stakeholders and external organisations.
7	Demonstrated experience in research and leading research projects, including publication of peer-reviewed publications in the field of epidemiology and public health.

8	Very strong written communication skills with the ability to write compelling information that achieves objectives and reinforces key messaging and experience with formatting complex and lengthy content into useful reports and web based content.
---	---

DRAFT

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	<i>(Free Text)</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

**Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Repetitive
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Infrequent



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

### Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73126



<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	NUM3
<b>Position Number</b>	681614, 681618, 662620 + New Positions for other award classifications
<b>Cost Centre</b>	181077

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *</b>	Immunisation and Infectious Diseases Case Manager	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	YES	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Public Hospital System Nurses and Midwives (State) Award NSW Health Service Health Professionals (State) Award Health Managers (State) Award	
<b>Position Classification*</b>	Registered Nurse/Midwife Allied Health Level 1-2 Health Manager Level 1	
<b>Job Category Coding (ROB)*</b>	Population Health	
<b>Job Classification Coding (ROB)*</b>	Registered Nurse / Registered Midwife / Public Health Management	
<b>Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.  Provide a high quality executive and administrative service to support the efficient and effective operation of the <i>[specialist area]</i> to achieve business and service objectives.
	<i>(Free Text)</i>	The Immunisation and Infectious Diseases Case Manager provides advice, information, support and guidance to health professionals, members of the public, and other institutions on immunisation and infectious disease issues consistent with Public Health Unit policies, procedures and standards.

## Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> <li>• Support and respond to public health enquiries through the delivery of information and advice on immunisation and infectious disease related issues to health professionals, institutions and the public.</li> <li>• Communicate effectively with client groups, health care professionals, institutions and the public to ensure immunisation and infectious disease information is conveyed in a safe and effective manner and to ensure appropriate care and follow up.</li> <li>• Complete reports on investigations as required and assist with infectious disease surveillance, research reports or quality improvement activities as appropriate.</li> <li>• Maintain clear and concise client records that meet legislative requirements to ensure continuity of safe patient care and security and confidentiality of notifiable disease data.</li> <li>• Utilise a systematic approach to assess, analyse and propose alternative solutions to situations that arise, in order to resolve care issues, within the scope of professional practice.</li> <li>• Plan and prioritise own work requirements effectively to meet objectives within agreed timeframes.</li> <li>• Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to the Public Health Unit including demonstrating understanding of cold chain management processes, vaccine administration, infectious diseases and other public health risks.</li> <li>• Provide advice, support and guidance in accordance with public health systems and processes whilst taking into consideration client needs.</li> <li>• Build and maintain effective relationships with key stakeholders to ensure priorities are met.</li> <li>• Assist in training and support of system/process users.</li> <li>• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values, through demonstrated behaviours and interactions with patients/clients/employees.</li> <li>• Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.</li> <li>• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</li> </ul>
--	---------------------------	--

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p><b>Challenges</b></p>	<ul style="list-style-type: none"> <li>▪ Utilising problem-solving skills in complex investigations while dealing with high volume workloads.</li> <li>▪ Participating as Operations Lead and in the on-call roster after a suitable period of training, noting the requirements for on-call may differ during pandemic periods and on-call rosters may be in the form of shift work.</li> </ul>
--------------------------	--

<b>Decision Making</b>	<ul style="list-style-type: none"> <li>Work with a high degree of autonomy and consult with senior colleagues or team lead on complex and sensitive matters.</li> <li>Escalate issues outside of policies and procedures and complex or unusual care requirements to the NUM or staff specialist.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Internally, communicate regularly with NUM and other Public Health Unit staff on immunisation issues and notifiable diseases and collaborate with team members on other related public health issues.</li> <li>Externally, provide advice and information to institutions, other health care providers and the public on immunisation, infectious diseases, infection control and other related public health issues.</li> </ul>

#### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	NUM3 (line manager)
	<b>Why?</b>	Develop relationship to ensure most effective delivery of responsibilities
	<b>Who?</b>	Colleagues and internal stakeholders
	<b>Why?</b>	To work cohesively
	<b>Who?</b>	Key internal clients
	<b>Why?</b>	Build trusting relationships and provide expert advice and assistance
<b>Does this role routinely interact with external stakeholders ?</b>	YES	
<b>Key External Relationships</b>	<b>Who?</b>	Members of the public, Aged Care Facilities, Childcare and educational institutions, GPs, Health Facilities
	<b>Why?</b>	To provide public health advice, and ensure appropriate care and follow up
	<b>Who?</b>	Pathologies and Laboratories
	<b>Why?</b>	To obtain pathology results
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>	NO	

#### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	NA
Indirect Reports	

#### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	
Other \$	

## Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li><i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</li> <li><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	<i>(Free Text)</i>	

## Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Current registration as either a: Registered Nurse/Midwife with the Australian Health Practitioner Regulation Agency; or qualifications in accordance with Schedule C of the NSW Health Service Health Professionals (State) Award and relevant registration requirements if applicable with a degree in Public Health and either clinical or public health work experience.
2	Demonstrated experience and knowledge of current immunisation practices, communicable/infectious diseases, infection control or related area in public health.
3	Demonstrated high level written and verbal communication and interpersonal skills and the ability to identify and articulate key messages, issues and concerns when communicating with others.
4	Demonstrated extensive experience and skill in history-taking and interviewing.
5	Highly developed organisational skills, with a demonstrated ability to prioritise workload, meet conflicting deadlines and work independently and within a team.
6	Demonstrated excellent attention to detail in all aspects of work including documentation.



7	High level computer skills and proven ability to use MS suite, particularly word processing and databases.
8	Demonstrated experience in quality improvement activities.

DRAFT

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	<i>(Free Text)</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

**Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.



## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials – <a href="#">note: N/A is not acceptable</a>	Choose an item.
Sitting – remaining in a seated position to perform tasks	Choose an item.
Standing – remaining standing without moving about to perform tasks	Choose an item.
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Choose an item.
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Choose an item.
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Choose an item.
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Choose an item.
Kneeling – remaining in a kneeling posture to perform tasks	Choose an item.
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Choose an item.
Leg/Foot Movement – use of leg and/or foot to operate machinery	Choose an item.
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Choose an item.
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Choose an item.
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Choose an item.
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Choose an item.
Reaching – arms fully extended forward or raised above shoulder	Choose an item.
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Choose an item.
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Choose an item.
Hand and Arm Movements – repetitive movements of hands and arms	Choose an item.
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Choose an item.
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Choose an item.
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Choose an item.
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Choose an item.
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Choose an item.
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Choose an item.
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Choose an item.
Touch – use of touch is an integral part of work performance	Choose an item.
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Choose an item.
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Choose an item.
Unpredictable People – e.g. dementia, mental illness, head injuries	Choose an item.
Restraining – involvement in physical containment of patients/clients	Choose an item.
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Choose an item.
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Choose an item.
Gases – working with explosive or flammable gases requiring precautionary measures	Choose an item.
Fumes – exposure to noxious or toxic fumes	Choose an item.
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Choose an item.
Hazardous Substances – e.g. dry chemicals, glues	Choose an item.
Noise – environmental/background noise necessitates people raise their voice to be heard	Choose an item.
Inadequate Lighting – risk of trips, falls or eyestrain	Choose an item.
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Choose an item.

Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Choose an item.
Confined Spaces – areas where only one egress (escape route) exists	Choose an item.
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Choose an item.
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Choose an item.
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Choose an item.
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Choose an item.

### Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73128



<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Director Public Health Unit
<b>Position Number</b>	
<b>Cost Centre</b>	181078 PaCH PHU P10162 SPPH HLTH Unit

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *</b>	<b>Manager, Environmental Health</b>	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 4	
<b>Job Category Coding (ROB)*</b>	Population Health	
<b>Job Classification Coding (ROB)*</b>	Senior Environmental Health Officer	
<b>Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	YES	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.  The role will provide high level technical and specialist advice on all matters concerning environmental health and public health consistent with legislative, NSW Health and South Eastern Sydney Local Health District standards, policies and procedures, for the achievement of business and service objectives.
	<i>(Free Text)</i>	The Manager, Environmental Health is responsible for coordinating and managing the Public Health Unit's (PHU) environmental health program and providing high-level technical expertise and support to the PHU and Local Health District (LHD) facilities to prepare for and respond to environmental health and/or public health aspects of the following and other legislation as determined by the NSW Ministry of Health and the Director Public Health: 1. Public Health Act 2010 and Regulations 2. Public Health (Tobacco) Act 2008 and Regulations 3. Smoke Free Environment Act 2000 and Regulations  This role also manages the vessel hygiene component of the NSW Human Seaports and Airports Biosecurity Program, and proactively develops & implements innovative strategies that address the environmental determinants of communicable & non-communicable diseases.

		The role will be required to undertake activities outside normal business hours as the need requires and to participate in the PHU's environmental health (EH) on-call roster.
--	--	--

## Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<b>Standard Key Accountabilities*</b>	<i>(Free Text)</i>	<ul style="list-style-type: none"> <li>• Manage and conduct environmental health surveillance for the District and implement public health responses to hazards, based on scientific evidence based best practice and exercise of powers of entry, investigation, inspection and enquiries under relevant legislation administered by the NSW Ministry of Health.</li> <li>• Plan, develop, implement &amp; evaluate environmental health education &amp; health risk, vessel sanitation, surveillance &amp; enforcement programs, sampling and related public health responses &amp; Aboriginal Health activities to protect the public from physical, chemical, biological &amp; radiological agents in the environment which may adversely impact on human health.</li> <li>• Manage and drive the effective, accurate and timely environmental health reporting.</li> <li>• Manage and coordinate the PHU environmental health team's response to COVID-19 issues, ensuring compliance with COVID-19 safety plans for SESLHD businesses directed by the Public Health Response Branch, and undertake risk assessments for outbreaks in vulnerable populations and at-risk shared accommodation groups.</li> <li>• Ensure an evidence-based, consumer-focused approach to enquiries, investigations, inspections, reports, recommendations and legal proceedings, whilst maintaining up to date information on new technical and policy developments.</li> <li>• Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships in order to ensure environmental health and public health objectives are met.</li> <li>• Recruit, coach, mentor and performance develop environmental health staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit.</li> <li>• Undertake activities outside normal business hours and participate in the environmental health team on call roster system.</li> <li>• Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement</li> </ul>
---------------------------------------	--------------------	---

		<ul style="list-style-type: none"> <li>• Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.</li> <li>• Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service.</li> <li>• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</li> </ul>
--	--	--

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ Anticipating projected future personnel and physical resource challenges and addressing these using appropriate strategies</li> <li>▪ Identifying the changing needs of customers and stakeholders and working in partnership to ensure service needs are met</li> <li>▪ Maintain awareness of trends, developments and information in environmental health and public health legislation, policy and practice and being able to interpret and apply them.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ The Manager Environmental Health has substantial autonomy in the management of staff and other resources of the environmental health team within the PHU including managing the performance for others to achieve work objectives.</li> <li>▪ Undertakes negotiations around timelines for delivery of services.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Internally, the Manager Environmental Health is required to communicate regularly with public health senior leadership team and hospital managers on the management and surveillance of environmental health issues.</li> <li>▪ Externally, the Manager Environmental Health will develop and maintain effective relationships with NSW Ministry of Health Environmental Health Branch, and other stakeholders including local councils, Environmental Protection Authority, Port Authority NSW and Department of Agriculture, Fisheries and Forestry.</li> <li>▪ Providing leadership in supporting workforce reform using effective communication strategies</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Director Public Health Unit
	<b>Why?</b>	To advise on matters pertaining to environmental health and as to seek support and advice to achieve objectives.
	<b>Who?</b>	Public Health Unit staff
	<b>Why?</b>	To manage and support the environmental health team and work with all staff members across the PHU especially in joint investigations
	<b>Who?</b>	SESLHD hospital managers
	<b>Why?</b>	To provide advice in relation to environmental health issues
<b>Does this role routinely interact with external stakeholders ?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	NSW Ministry of Health Environmental Health Branch
	<b>Why?</b>	As required for expert technical advice and assistance
	<b>Who?</b>	Local Councils, Environmental Protection Authority, Port Authority of NSW, Department of Agriculture, Fisheries and Forestry
	<b>Why?</b>	To manage the vessel hygiene component of the biosecurity program and as required for management of environmental health issues.
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	5.63 FTE
Indirect Reports	Nil

### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

### Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li><i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making</li> </ul>
---------------------------	--------------------	--

		<p>decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</p> <ul style="list-style-type: none"> <li>• <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	(Free Text)	

### Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary qualifications in Applied Science (Environmental Health) or equivalent, or relevant equivalent work experience, or a combination of study and work experience
2	Demonstrated extensive experience in managing a range of environmental health issues, particularly health risk assessment and environmental health management and knowledge of public health legislation to ensure high quality deliverables.
3	Sound understanding of environmental health policy and procedures and environmental legislation as it applies to health and demonstrated experience in undertaking public health research.
4	Highly developed and effective management and leadership skills and a demonstrated capacity to manage multidisciplinary groups, including highly developed negotiation and delegation skills consistent with working in a senior management position.
5	Demonstrated high level written and verbal communication skills and ability to analyse, investigate, develop practical solutions and report on often complex and politically sensitive environmental health and public health issues.
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated area
7	Excellent negotiation, decision making and influencing skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	<i>(Free Text)</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------



**Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Occasional
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Occasional
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes – exposure to noxious or toxic fumes	Occasional
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Occasional
Hazardous Substances – e.g. dry chemicals, glues	Occasional
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Occasional
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

### Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73135



<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Manager Environmental Health
<b>Position Number</b>	
<b>Cost Centre</b>	181078 PaCH PHU P10162 SPPH HLTH Unit

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *</b>	<b>Tobacco Control Environmental Health Officer</b>	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 3	
<b>Job Category Coding (ROB)*</b>	Population Health	
<b>Job Classification Coding (ROB)*</b>	Environmental Health Officer	
<b>Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.  The role will provide expert advice and services on all facets of environmental health tobacco control to the SESLHD Public Health Unit (PHU), broader District and the public across the SESLHD area to achieve the business and service objective and key performance indicators.
	<i>(Free Text)</i>	This position is part of the Environmental Health team within the Public Health Unit (PHU) and is responsible for planning, developing, implementing and evaluating enforcement programs and carrying out inspections to protect the public from environmental matters covered under the Tobacco Legislation Amendment Act 2012, Smoke-free Environment Act 2000, Public Health (Tobacco) Act 2008 and the Public Health Act 2012 and its Regulation 2012 which may adversely affect human health.  The Tobacco Control Environmental Health Officer (EHO) will be required to undertake activities outside normal business hours as the need requires and to participate in the PHU's environmental health (EH) on-call roster.

## Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> <li>• Develop and implement PHU tobacco control and surveillance programs in accordance with LHD and Ministry of Health policies and procedures.</li> <li>• Investigate complaints, undertake audits and investigations to ensure compliance with tobacco control legislation.</li> <li>• Prepare high level briefings, correspondences and documents, and collect detailed evidence and information to present these in court and legal proceedings concerning all aspects of the Public Health Act &amp; Smoke-free Environment Act, &amp; Regulations.</li> <li>• Maintain accurate records and provide high level analytical data, and compile and disseminate reports to the PHU and the NSW Ministry of Health Environmental Health Branch.</li> <li>• Provide high level quality advice, guidance and support to the PHU environmental health team on a broad range of tobacco related issues including, but not limited to sales to minors, tobacco advertising, smoke free environmental programs.</li> <li>• Build and maintain effective strategic relationships by liaising, consulting and negotiating with internal and external stakeholders including Ministry of Health Environmental Health Branch, District Health Promotion Unit, Drug and Alcohol Services and Local Government to identify key environmental health tobacco control issues and provide effective strategies to meet targets set by the Ministry of Health.</li> <li>• Promote continual improvement and focus on superior environmental health tobacco control by establishing and reviewing performance indicators and relevant reporting systems.</li> <li>• Contribute at a senior level to the development and implementation of business and strategic plans for environmental health.</li> <li>• Conduct research and practice evaluation programs and projects and participate in Statewide tobacco control networks, and conduct community and industry education for tobacco control and liaise closely with stakeholders including local police, liquor accords and community groups.</li> <li>• Undertake activities outside normal business hours and participate in the environmental health team on call roster system.</li> <li>• Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.</li> <li>• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees.</li> </ul>
--	---------------------------	--

		<ul style="list-style-type: none"> <li>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</li> </ul>
--	--	--

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>Balancing the requirements of legislation with practical implementation of strategy, and providing evidence and information for prosecutions.</li> <li>Leading consultations with internal and external stakeholders often where there are competing needs/objectives</li> <li>Managing time and prioritising issues, given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>The Tobacco Control Environmental Health Officer is required to seek all relevant information in relation to the tobacco related complaints and compliance issues and use their investigation skills to achieve compliance and agreeable outcomes.</li> <li>Interpreting complex documents including policies, legislation, standards and guidelines and applying these and dealing with stressful situations or conflict which can arise at times during field work.</li> <li>Determining the best use of limited resources to meet competing needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Internally, the Tobacco Control Environmental Health Officer is required to communicate regularly with the Environmental Health team within the PHU and the broader PHU staff to work together to achieve outcomes and meet key performance indicators.</li> <li>Externally, the Tobacco Control Environmental Health Officer will develop and maintain effective relationships with the Ministry of Health Environmental Health Branch, District Health Promotion Unit, Drug and Alcohol Services and Local Government, as well as local police, liquor accords and community groups.</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Manager Environmental Health
	<b>Why?</b>	Direct line manager
	<b>Who?</b>	Environmental Health Officers
	<b>Why?</b>	Work in collaboration with the team to respond to notifications, inquiries and outbreaks
	<b>Who?</b>	Public Health Unit staff

	<b>Why?</b>	Work in collaboration with other PHU teams, especially in public health incidents and emergencies
<b>Does this role routinely interact with external stakeholders ?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	Ministry of Health Environmental Health Branch, District Health Promotion Unit, Drug and Alcohol Services and Local Government
	<b>Why?</b>	Exchange of resources and information, and working together on investigations as required
	<b>Who?</b>	Local police, liquor accords, community groups and the public
	<b>Why?</b>	Respond to notification and/or inquiries, and provide education as needed
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	Nil
Other \$	

### Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li><i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety</li> </ul>
---------------------------	--------------------	--

		<p>reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</p> <ul style="list-style-type: none"> <li>• <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	(Free Text)	

### Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary qualifications in Applied Science (Environmental Health) or equivalent, or relevant equivalent work experience, or a combination of study and work experience
2	Extensive knowledge of contemporary issues in environmental health tobacco control, including well-developed understanding of public health and tobacco control legislation in NSW, including demonstrated experience in the application of the legislation
3	Demonstrated skills in managing a number of projects/investigations concurrently, with varying timeframes and workloads, in a high volume work environment
4	Highly developed communication, interpersonal and influencing skills, including the ability to prepare comprehensive submissions, reports and correspondences with minimal supervision
5	Demonstrated high level analytical and problem solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation
6	Ability to develop and maintain effective working relationships with senior management and other key stakeholders, and mediate outcomes with contentious issues including the ability to develop and undertake education programs and projects
7	Demonstrated experience in evidence gathering, preparation of legal briefs and attendance at court to conduct prosecutions including the presentation of evidence in public health matters
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)



### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	<i>(Free Text)</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

**Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Occasional
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Occasional
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes – exposure to noxious or toxic fumes	Occasional
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Occasional
Hazardous Substances – e.g. dry chemicals, glues	Occasional
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Occasional
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

### Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73125



<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Manager Environmental Health
<b>Position Number</b>	
<b>Cost Centre</b>	181078

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *</b>	<b>Environmental Health Officer</b>	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 2	
<b>Job Category Coding (ROB)*</b>	Population Health	
<b>Job Classification Coding (ROB)*</b>	Environmental Health	
<b>Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Environmental Health Officer (EHO) is part of a team of public health practitioners who plan, develop, implement and evaluate environmental health education and health risk, vessel sanitation, and enforcement programs and activities. The EHO provides a high level specialised and technical expertise to support the team in achieving activities which protect the public from physical, chemical, biological and radiological agents in the environment which may adversely impact on human health.  The EHO will be required to undertake activities outside normal business hours as the need requires and to participate in the PHU's environmental health (EH) on-call roster.

## Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p>(Free Text)</p>	<ul style="list-style-type: none"> <li>• Undertake general EH activities including health risk assessment for contaminated sites, <i>Legionella</i> monitoring and responses, chemical hazards, general hygiene, Aboriginal EH, water quality, skin penetration, clinical waste management, mosquito control and awareness and public health emergencies and critical incidents.</li> <li>• Surveillance of EH issues and implementation of public health responses to EH hazards including exercising powers of entry, investigation (collection of evidence, information for prosecutions, inspection, enquiries under public health legislation), assist preparation of standards, guidelines and protocols and be appropriately authorised under the Public Health Act 2010.</li> <li>• Plan and participate in Vessels Inspection Program to ensure good sanitation practices on board international ships and prevent the spread of human disease.</li> <li>• Provide high level environmental health advice, support, guidance and plan and deliver environmental health education to the public within SESLHD, hospital departments and local businesses as required.</li> <li>• Contribute to the development and implementation of PHU plans, policies, procedures, standards and practices, and report on achievements.</li> <li>• Collate statistics for reporting to NSW Health, where required and within deadlines.</li> <li>• Lead and assist in the development and implementation of specific projects including liaison and collaboration with other partners (e.g. Public Health Response Branch, Local Government).</li> <li>• Prepare correspondence, reports and briefs and maintain accurate records including electronic databases of all activities, particularly breaches and alleged breaches.</li> <li>• Participate in emergency management planning, preparedness, response and recovery activities within the Unit for significant or sustained incidents.</li> <li>• Investigate and resolve complaints from the public and local businesses to ensure the public is protected from physical, chemical, biological and radiological agents in the environment.</li> <li>• Build and maintain effective relationships with key internal and external stakeholders to ensure priorities are met and activities achieved.</li> <li>• Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems.</li> <li>• Undertake activities EH outside normal business hours and participate in the environmental health team on call roster system.</li> <li>• Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision.</li> </ul>
--	--------------------	--

		<ul style="list-style-type: none"> <li>• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees.</li> <li>• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</li> </ul>
--	--	--

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ Being able to interpret complex documents, standards, legislation and guidelines and investigate complaints and conduct surveys in accordance with PHU risk assessment protocols.</li> <li>▪ Balancing limited resources while ensuring effective service delivery that achieves a reduction in preventable health risk.</li> <li>▪ Interacting with multiple stakeholders when dealing with public health issues and participating in consultations with internal and external stakeholders often where there are competing needs/objectives.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ The Environmental Health Officer is required to seek all relevant information in relation to the legislation, policy directives and guidelines and plans and objectives of the environmental health team and public health unit, and use their influencing skills in order to achieve a reduction in preventable health risk.</li> <li>▪ Interpreting complex documents including policies, legislation, standards and guidelines and applying these and dealing with stressful situations or conflict which can arise at times during field work.</li> <li>▪ Determining the best use of limited resources to meet competing needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Internally, the Environmental Health Officer is required to communicate regularly with the Environmental Health team within the PHU and the broader PHU staff to work together to achieve outcomes and meet key performance indicators.</li> <li>▪ Externally, the Environmental Health Officer will develop and maintain effective relationships with the Ministry of Health Environmental Health Branch and Local Government.</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Environmental Health Manager
	<b>Why?</b>	Develop relationship to support line manager and delivery effectively on objectives
	<b>Who?</b>	Environmental Health Officers
	<b>Why?</b>	To work in collaboration with team to respond to notifications, inquiries and outbreaks.
	<b>Who?</b>	Public Health Unit staff
	<b>Why?</b>	Build trusting relationships and work in collaboration with other PHU teams especially in response to public health incidents, investigations and emergencies.
<b>Does this role routinely interact with external stakeholders ?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	Health professionals and members of the public within SESLHD
	<b>Why?</b>	Respond to notifications and/or inquiries and provide education as required.
	<b>Who?</b>	NSW Public Health Network particularly the Environmental Health Branch
	<b>Why?</b>	Share resources, information, ideas and seek advice as required.
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	Nil
Other \$	

### Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li><i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making</li> </ul>
---------------------------	--------------------	--



		<p>decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</p> <ul style="list-style-type: none"> <li>• <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	(Free Text)	

### Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary qualifications in Applied Science (Environmental Health) or equivalent, or relevant equivalent work experience, or a combination of study and work experience
2	Demonstrated knowledge and understanding of public health and environmental legislation, with high level analytical and problem solving skills including, the ability to provide authoritative advice and recommendations across a large and complex organisation
3	Demonstrated experience with computer applications and databases.
4	Effective time management and demonstrated ability to prioritise and meet conflicting deadlines
5	Highly developed communication, interpersonal and influencing skills and demonstrated experience in dealing with a wide range of stakeholders, businesses, individuals, and members of the public in a professional manner.
6	Ability to develop and maintain effective working relationships with senior management, and other key stakeholders with a focus to identifying environmental health issues and assisting with creative problem solving.
7	Demonstrated experience in preparing comprehensive submissions, reports and correspondence including those for the approval of and under the signature of senior directors/executives.
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	<i>(Free Text)</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

**Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Occasional
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Occasional
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes – exposure to noxious or toxic fumes	Occasional
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Occasional
Hazardous Substances – e.g. dry chemicals, glues	Occasional
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trips, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Occasional

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Occasional
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

### Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

# Position Description

T22/73132



<b>Facility/Service</b>	Population and Community Health
<b>Department</b>	Public Health Unit
<b>Manager</b>	Director Public Health Unit
<b>Position Number</b>	
<b>Cost Centre</b>	181080 PaCH Public Health Unit GEN

## Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *</b>	<b>Manager, Operations and Biosecurity</b>	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 4	
<b>Job Category Coding (ROB)*</b>	Population Health	
<b>Job Classification Coding (ROB)*</b>	Public Health Management	
<b>Speciality Coding (ROB)</b>		
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	YES	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.  Provide strong leadership and senior management to the Public Health Unit (PHU) while overseeing the operations of the Unit to ensure delivery of an integrated and effective service.
	<i>(Free Text)</i>	The range of responsibilities in this position are broad, and will require independent as well as collaborative work to ensure the Manager is accountable, efficient and productive across a number of key performance areas including operations, finance, business processes, reporting, accreditation, corporate risk, human resource management and projects.  The position will work with the management team to coordinate implementation of the Public Health Unit's (PHU) goals and objectives and will deliver practical and innovative strategies to manage risk, resolve complex problems, and improve the quality and performance of the Unit's work. The position will also oversee the corporate functions within the Unit. In addition, the Manager, Operations and Biosecurity will be responsible for the coordination, logistics and operations of the biosecurity program for airports and seaports.

		The position will work with the management team to develop and maintain productive strategic relationships with other groups, including relevant government, professional and industry entities, and community stakeholders.
--	--	--

### Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<b>Standard Key Accountabilities*</b>	<i>(Free Text)</i>	<ul style="list-style-type: none"> <li>• Provide sound leadership, senior management and operational oversight to the Public Health Unit through the development and implementation of effective strategies to ensure the provision of excellent public health client focused services which includes the ability to respond to emerging public health needs and mobilise rapidly.</li> <li>• Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes and budgetary changes are timely managed, within budget.</li> <li>• In collaboration with the Manager Epidemiology, Biopreparedness and Research, manage the NSW Human Seaports and Airports Biosecurity Program and Health Surveillance Program, ensuring a state-wide perspective on surveillance and control of public health risks arising on cruise ships.</li> <li>• Recruit, coach, mentor and performance develop Public Health staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit.</li> <li>• Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships in order to ensure public health objectives are met.</li> <li>• Evaluate existing service practices, policy and operational procedures by applying practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety.</li> <li>• Establish and implement effectual strategic directions and business plans as required through fostering a consultative framework with clients and consumers in order to ensure the highest standards of public health service are achieved.</li> <li>• Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.</li> <li>• Maintain responsibility for personal and professional development by participating in training/education activities and performance</li> </ul>
---------------------------------------	--------------------	---

		<p>reviews/appraisals in order to continuously improve the level of management.</p> <ul style="list-style-type: none"> <li>• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</li> <li>• Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.</li> </ul>
--	--	---

### Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ Utilising the appraisal and performance development system to promote staff development and service improvement</li> <li>▪ Anticipating projected future financial, personnel and physical resource challenges and addressing these using appropriate strategies</li> <li>▪ Fostering a learning environment which encourages creative ideas and innovative thinking</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ The Manager, Operations and Biosecurity has substantial autonomy in the management of staff and other resources of the Public Health Unit including the coordination, logistics and operations of the biosecurity program and managing the performance for others to achieve work objectives.</li> <li>▪ Undertakes negotiations around timelines for delivery of services.</li> <li>▪ Allocating resources to changing needs of customers and stakeholders and working in partnership to ensure service needs are met</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Internally, the Manager, Operations and Biosecurity is required to communicate regularly with the PHU's senior leadership team and SESLHD Executives on public health matters.</li> <li>▪ Externally, the Manager, Operations and Biosecurity will develop and maintain effective relationships with other Local Health Districts and Ministry of Health, Port Authority of NSW, Department of Agriculture, Fisheries and Forestry, Australian Border Force, and NSW Human Biosecurity Officers on public health matters.</li> <li>▪ Providing leadership in supporting workforce reform using effective communication strategies</li> </ul>

### Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).



<b>Key Internal Relationships</b>	<b>Who?</b>	Director Public Health Unit
	<b>Why?</b>	To advise on the support required by Public Health Unit teams to achieve high quality operations.
	<b>Who?</b>	Public Health Unit team leaders
	<b>Why?</b>	To manage and support team leaders so that their teams can achieve their organisational objectives and maintain staff wellbeing
	<b>Who?</b>	SESLHD Executive & Managers
	<b>Why?</b>	To coordinate resources and logistics to support public health requirements or advise on public health matters.
<b>Does this role routinely interact with external stakeholders ?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	Other Local Health Districts, Health Protection NSW and Ministry of Health
	<b>Why?</b>	To assist with understanding the population health needs of SESLHD, public health preparedness, management and communication
	<b>Who?</b>	Port Authority of NSW, Department of Agriculture, Fisheries and Forestry, Australian Border Force, and NSW Human Biosecurity Officers
	<b>Why?</b>	To coordinate the biosecurity program by facilitating early communication of outbreaks of concern, managing risks and implementing emergency response procedures.
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

<b>Direct Reports</b>	1 FTE + up to 20 casuals + surge staff as required Dotted reporting line with 3 FTE + Aboriginal Support Officer Team
<b>Indirect Reports</b>	4 FTE + surge staff as required (could be >50)

### Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

<b>As per delegation manual</b>	\$3000
<b>Other \$</b>	N/A

### Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i> <ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> </ul>
---------------------------	---

		<ul style="list-style-type: none"> <li>• <i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</li> <li>• <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.</li> </ul>
	(Free Text)	

### Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary qualifications in business administration or management in a health field or relevant equivalent work experience, or a combination of study and work experience
2	Proven experience in, and demonstrated record of sound achievement and leadership at senior management level in a large and complex organisation
3	Thorough understanding of and commitment to health care provision and management necessary to improve health outcomes for service consumers
4	Demonstrated excellence in all aspects of the management of human resources/financial/ administrative/ public health services using strategic/business planning, integration and evaluation skills to ensure available resources are used effectively within the public health unit
5	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated area
6	Highly developed and effective written oral communication skills, with excellence in Microsoft office applications
7	Excellent negotiation, decision making and influencing skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, through all organisational levels
8	Current drivers licence with a willingness to travel in accordance with the demands of the position

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	<i>(Free Text)</i>	

### Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

**Section 11 – Capabilities for the Role – Currently NOT being utilised for HM roles in Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

## Section 12 – Job Demands Checklist – MUST be completed as relevant to the role

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.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Repetitive
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Infrequent

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

### Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters

POSITION DESCRIPTION/JOB DEMANDS CHECKLIST



**Health**  
South Eastern Sydney  
Local Health District

POSITION DESCRIPTION

T22/74257

Position Details			
<b>Position Number:</b>	693392		
<b>Position Title:</b>	School Program Nursing Unit Manager (Immunisation)		
<b>Cost Centre:</b>	181077	<b>Percentage:</b>	100%
<b>Organisation Unit:</b>	South Eastern Sydney Local Health District		
<b>Location:</b>	Randwick + Various locations across SESLHD		
<b>Facility:</b>	Public Health Unit		
<b>Are multiple Awards relevant to this position?</b>	No		
<b>Award:</b>	NSW Public Health System Nurses' and Midwives' (State) Award	<b>Classification</b>	Nurse/Midwife Unit Manager
<b>Registration and Licence requirements:</b>	Current registration as a Registered Nurse/Midwife with the Nursing and Midwifery Board of Australia		
<b>Specialty Code:</b>			
<b>Vaccination Category:</b>	A		
<b>Responsible to:</b>	Immunisation & Infectious Diseases NUM3		
<b>Responsible for (staff):</b>	0.5 FTE PPT + up to 20 casuals		
<b>Position description approved/reviewed:</b>			

**Primary Purpose of the Position**

South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of **Working together to improve the health and wellbeing of our community.**

All staff are expected to act as an appropriate and effective role model and promote culture and supporting practices that reflect the NSW Health CORE values of **Collaboration, Openness, Respect** and **Empowerment** through demonstrated behaviours and interactions with patients, clients and employees.

The Nursing Unit Manager is the registered nurse in charge of the Immunisation School Program within the Public Health Unit in SESLHD. The Nurse Unit Manager (Level 1) is responsible for the coordination of immunisation clinics through safe and effective management of staff and clients. The NUM1 role works as part of the wider nursing team to assist with the management of the school based immunisation program in close collaboration with the NUM3. The NUM1 is actively involved in coordinating and operating the clinics with an oversight of orientation of new nursing staff, performance review, rostering and performance management as required. They also play a key role in quality improvement and accreditation activities within the nursing team.

The purpose of the School Program Nursing Unit Manager (Immunisation) is to:

- lead, direct and co-ordinate client care;
- ensure the practice of nursing is safe and efficient, maintaining standards of care through continual quality improvement initiatives.
- lead and co-ordinate the nursing and multi-disciplinary care team at the team level, and
- assist with the monitoring and management of the business and management functions and processes of the school program nursing team

As the leader of the unit, the NUM will demonstrate her/his capability through attitude, skills, behaviour and attributes, namely:

- broad nursing/midwifery experience and knowledge;
- understanding and acceptance that patients are the central focus of service delivery;
- professional integrity;
- ethical conduct;
- accountability;
- advocacy;
- enabling others;
- cultivation of collaborative relationships and effective team work;
- commitment to advancing the profession of nursing/midwifery and care provision

## Key Accountabilities

Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level of and quality of service.

This position description has been based upon the Nursing and Midwifery Office, Nursing and Midwifery Unit Manager Role Conceptual Framework (August 2008).

The NSW Public Health System Nurses' & Midwives' (State) Award states that the N/MUM is "*the registered nurse in charge of a ward or unit or group of wards or units in a public hospital or health service or public health organisation*" and is responsible for the coordination of patient services, unit management, and nursing staff management.

The differentiation of NUM grade will relate to the local context referenced to the NSW Public Health System Nurses' & Midwives State Award and determined through the SESLHD Nurse/Midwife Grading Committee.

### Description of Domains:

#### 1. Patient Care Coordination and the practice of Nursing/Midwifery

Lead, direct and co-ordinate patient care in the unit

- Ensure staff employed in the School Program team are aware of their responsibilities in coordinating the condition and progress of all patients in the ward environment, from admission to discharge, in accordance to NSW State Performance Indicators.
- Provide leadership and support for the care and recognition of deteriorating patients and other clinical improvement initiatives, by ensuring that all staff have attended DETECT training.
- Ensure staff compliance with the requirement to report all clinical incidents through IIMS.
- Attend multidisciplinary ward/unit/team meeting/rounds where appropriate
- Endeavour to ensure rosters are developed that provide an appropriate number and skill mix of staff to meet the patient care needs according to agreed profiles.
- Ensure rosters meet the time frames of the NSW Nurses and Midwives (State), Award time frames.
- Ensure that nurses employed in the School Program team are aware of their responsibility regarding identifying themselves, communicating what the plan of care is for their clients.
- Promote a culture where staff, patients and visitors are treated with courtesy and respect.
- Ensure clinical supervision at the point of care occurs, in line with the Australian Nursing and Midwifery Council Decision Making Frameworks for Nurses and Midwives.

Facilitate collaborative teams in the delivery of client care

- Implement a model of nursing care that accommodates and supports different levels of skill mix and experience – i.e. team nursing, caseloads.
- Ensure that all staff understand their responsibilities and work within their scope of their practice, as determined by their Registration Body.
- Provide clear guidelines that enable all staff to understand their clinical leadership responsibilities and function effectively in coordinating the provision of care by his/her team members.
- Ensure that staff adhere to standardised approach to clinical handover, as per SESLHD procedure.
- Ensure all staff are easily identified by patients and carers, by means which include their corporate uniform, where appropriate and ID badge.



Use patient and carer feedback to inform service delivery

- Facilitate a culture where staff meet and greet clients.
- Support and maintain an audit trail that identifies how complaints and incidences are used to remodel service delivery.
- Ensure complaints are managed in a timely manner and feedback provided to patients and carers; and
- Utilise patient and carer stories that can be used to optimise service delivery.

Enable a culture of enquiry and questioning about the practice of nursing/midwifery

- Make informed decisions about practice improvement through regular quality reviews and audits, ensuring regular feedback to staff at ward/unit meetings.
- Establish processes that ensure clinical staff receive feedback on their performance.
- Ensure that the clinical handover between shifts is used as an educational opportunity for staff; and
- Ensure that all staff are aware of their educational and supervisory responsibilities.

Strive for the use of best practice and contemporary nursing knowledge in the delivery of nursing care.

- Facilitate staff's awareness of and access to current policies and procedures.
- Maintain work patterns and work structures to support and supervise beginning practitioners as they develop competence.
- Foster a culture that encourages staff to source and utilise information/research to inform clinical practice; and
- Ensure that all staff attends mandatory (including clinical) training programs that are best suited to meet service need.

Uphold the principles of practice as defined by the Nursing and Midwives Act 1991, ANMC Codes of Conduct and Codes of Ethics and Professional Conduct

- Ensure all registered and enrolled nurses hold current registration, refer to SESLHD policy.
- Ensure enrolled nurses who administer medication are endorsed by the Nursing and Midwifery Board of Australia and are reassessed and reviewed annually.

Establish and maintain a standard of practice that meets the ANMC Australian Nursing and Midwifery Council Incorporated (ANMC) competence standards, NSW Ministry of Health (NSW MoH), Local Health District (LHD) and organisational policy and procedures

- Maintain an awareness of competency standards and utilise in the performance development process with staff.
- Ensure nursing staff work within their scope of practice.
- Encourage staff to maintain a professional portfolio; and
- In line with organisational systems, ensure that new policies and procedures are implemented and complied with, at ward/unit level.
- Adhere to all MOH, SESLHD and local policies and business rules related to the safe handling and administration of medications.
- Maintains a professional standard of conduct which reflect the values of SESLHD

## **2. Nursing/midwifery Staff Management and Leadership**

Be an exemplary role model for the professions of nursing/midwifery

- Model and lead by example through own behaviour and communication styles the value of patients and carers.
- Model and lead by example through own behaviour and communication styles the value of the profession of nursing
- Attend regular unit rounds where appropriate for the clinical context.
- Meet and greet patients regularly where appropriate
- Establishment of a succession plan for the unit

Establish and maintain relationships of trust in the workplace

- Participate in regular unit rounds where appropriate
- Establish processes and practices that enable participation of all members of the health care team
- Establish practices that enable giving and receiving feedback

Create an empowering work environment that enables the transfer of knowledge into practice

- Establish practices that enable staff to have up-to-date Performance Reviews and staff have professional development plans.
- Enable, facilitate and lead change initiatives, including models of care
- Recognise, nurture and grow talent
- Establish processes and practices that enable participation of all members of the Health Care Team
- Establish practices that enable giving and receiving feedback and reflection on practice.

Have an awareness of broader professional and health care issues and activities

- Participate in own professional development and professional activities within the organisation.
- Participate as an active member in professional association
- Seek opportunities for self professional development

Inspire and support others to achieve their potential

- Recognise, nurture and grow talent
- Establish practices that enable giving and receiving feedback and reflection on practice

Enable others to achieve a shared vision

- Develop in collaboration with the health care team a shared vision and mission statement for the ward / unit
- Model through own behaviour and communication the shared vision
- Establish structures and processes that facilitate clinical supervision and mentoring for all members of the health care team

### 3. Team Management

In collaboration with the NUM3, ensure the human, physical and financial resources of the ward/unit are managed, in collaboration with relevant subject matter experts, to deliver safe and efficient health care

- Ensure an appropriate system of internal controls exist and are maintained.
- Participate in the annual development of the ward/unit staffing profile that determines the ward budget allocation.
- Monitor and report on key performance indicators relevant to the ward/unit and develop strategies to address any issues including meeting unit budgets and FTE targets.
- Within the respective unit, ensure coordination of functions between Clinical Support Officers and Administrative staff to ensure they support the work activities and outcomes required by the Nurse Unit Manager.

Participate in problem solving in matters related to the functioning of the team

- Model critical thinking
- Enable others to participate in problem solving for themselves or as part of the team
- Provide opportunities for others to be innovative
- Support decision making with evidence
- Demonstrate accountability for decisions that are made

Establish and maintain processes to facilitate performance improvements

- Facilitate ward meetings for all members of the health care team
- Establish processes that enable the use of patients and carers feedback to develop services
- Establish feedback processes to all staff that inform them of the ward/units performance

Manage staff to facilitate growth and development

- Establish processes that ensure novice clinical staff are supported in their clinical practice and receive regular feedback on their performance
- All staff have annual performance reviews and development plans established

Monitor and maintain a safe environment for patients, staff and visitors in collaboration with the relevant subject matter experts

- Establish processes and practices that enable participation of all members of the health care team to ensure that the ward/unit is safe
- Establish processes that include those staff with expertise in clinical and occupational safety where appropriate
- Institute processes that ensure data and information collected is used to inform decisions
- Establish processes that ensure patients, carers and visitors are informed about safe practices in the health care environment.

Ensure and maintain knowledge and participation in business management activities within NSW Ministry of Health, Local Health Districts, organisational policy and procedures and beyond.

- Participate where appropriate in activities outside the ward/unit, including in-services, conferences and membership to other groups
- Develop processes that will enable feedback to all members of the health care team on key Ministry, LHD and organisation activities and initiatives
- Create processes that will ensure ward/unit/team activities and initiatives align with those of the Ministry, LHD and organisation

## Key Challenges and Influences

### Challenges/Problem Solving:

- Balancing clinical and resource decision making within finite resources to ensure new models of care are sustainable and evidence based.
- Matching patient demands to staffing resources.
- Meeting benchmarks and key performance indicator.

### Communication:

- Ensuring effective, timely and appropriate communication between all members of the multidisciplinary team, clients, their family members / carers and key stakeholders (e.g. schools).

**Decision Making/Influence:**

- Overall responsibility for decisions pertaining to client care coordination and the day to day management of the immunisation team in the community setting.

**Selection Criteria**

- Current registration as a Registered Nurse/Midwife with the Nursing & Midwifery Board of Australia and current NSW Driver's License.
- Current immunisation certificate that meets the requirements of PD2015\_011 Immunisation Services-Authority for Registered Nurses and midwives with current CPR certificate.
- Relevant post graduate qualification in clinical leadership or management, or willingness to undertake qualification or equivalent work experience, or a combination of study and work experience with a demonstrated commitment to professional development
- A demonstrated knowledge and experience in the management and delivery of health care services
- Proven ability in innovative clinical service delivery, harm minimisation and practice development
- Effective interpersonal and communication skills that demonstrate the ability to engage, enable and manage teams
- Proven ability to create and maintain a positive workplace culture and articulate and achieve a vision for nursing services.
- Recent clinical experience in immunisation

**Employment Screening Checks:**

- National Criminal Record Check
- National Criminal Record Check (Aged Care)
- Working with Children Check

Select one from the above options

**Certification [Include only where required]**

<b>Chief Executive or delegate:</b>	<b>Associate Director/Manager/Supervisor</b>
<b>Date:</b> ___/___/___	<b>Date:</b> ___/___/___
	<b>Position Holder:</b>
	<b>Date:</b> ___/___/___

# JOB DEMANDS CHECKLIST

**Definitions:** \* Denotes a critical requirement of the job

## Frequency

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

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

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

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Assisting ↓						

	<b>Distressed people</b> e.g. emergency or grief situations			F			
	<b>Aggressive &amp; uncooperative people</b> e.g. drug/alcohol, dementia, mental illness	I					
	<b>Unpredictable people</b> e.g. dementia, mental illness, head injuries	I					
	<b>Restraining</b> Involvement in physical containment of patients/clients						NA
	<b>Exposure to distressing situations</b> e.g. child abuse, viewing dead/mutilated bodies	I					

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

EXPECTED STANDARDS	ALL STAFF	LINE MANAGERS AND SUPERVISORS	SENIOR MANAGERS
<b>PATIENT SAFETY, RISK MANAGEMENT</b>	Actively participate in patient safety and ongoing quality improvement programs and	Identify, develop, lead and monitor patient safety, risk management and quality	Provide governance and strategic direction for the development, implementation

<b>AND QUALITY IMPROVEMENT</b>	practices that promote the best possible health outcomes for patients/clients.	improvement programs to improve the operation and promote the best possible health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.	and evaluation of patient safety and quality improvement programs that promote the best possible experience and health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.
<b>SESLHD VALUES</b>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , through demonstrated behaviours and interactions with patients, clients and employees.	Assist workers to identify and model specific behaviours and actions that reflect the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , in the workplace.	Uphold the highest standards of professionalism at all times by performing the functions of the role efficiently, economically, fairly, impartially and with integrity and by actively advocating the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , to ensure that Local Health District and Government expectations are met.
<b>NSW HEALTH CODE OF CONDUCT</b>	Read and acknowledge individual responsibilities as determined in the Code of Conduct. Acknowledge the Code of Conduct as a framework for professional behaviour, ethical practice and decision-making. Acknowledge and accept a shared responsibility for ensuring that their own behaviour and the behaviour of colleagues meets the standards outlined in the Code of Conduct. Report and express any workplace concerns fairly, honestly and respectfully.	Ensure workers are provided with a copy of the Code of Conduct upon appointment or reappointment. Provide advice to each employee to ensure they understand their responsibilities under the Code of Conduct. Maintain a record of when this occurred.	Model and encourage behavioural expectations as outlined in the Code of Conduct.
<b>HEALTH AND SAFETY</b>	Actively participate in: <ul style="list-style-type: none"> <li>• Hazard identification</li> <li>• Reporting of risks, near-misses and incidents</li> <li>• Taking responsibility for own safety</li> <li>• Development and implementation of Safe Work Practices</li> <li>• Work Health and Safety (WHS) Consultation processes</li> <li>• Emergency preparedness</li> <li>• Professional development</li> </ul>	Implement all elements of the SESLHD health and safety management system. Monitor and evaluate the department's WHS and Injury Management (IM) performance. Actively develop workers' WHS performance. Report progress toward and barriers to the achievement of Service WHS and IM targets to senior management.	Apply due diligence to known and emergent WHS risks. Actively engage in service WHS planning and reporting. Set WHS and IM performance targets for the Service. Monitor and measure individual departments' WHS performance against targets.
<b>REGISTRATION AND LICENCES</b>	Maintain registration and licences required for position held.		

SESLHD Workforce 2014