

Statement of Duties

Position Title: Public Health Medical Officer	Position Number: 525233, 525234	Effective Date: August 2020
Group: Community, Mental Health and Wellbeing		
Section: Public Health	Location: South	
Award: Medical Practitioners (Tasmanian State Service)	Position Status: Fixed Term	
	Position Type: Full Time	
Level: 5-9	Classification: Medical Practitioner (Registrar)	
Reports To: Manager - Partnership Development		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- Lead or participate in a range of public health activities and projects as determined by the Director of Public Health and the Manager - Partnership Development, in conjunction with other traineeship mentors and supervisors in the Communicable Diseases Prevention Unit, Environmental Health Unit, Epidemiology Unit, Health Improvement and Partnership Development.

Duties:

- For incumbents who are in specialist public health training, to gain experience against selected core public health medicine competencies and skills at a level suitable for application to enter the Fellowship of Australasian Faculty of Public Health Medicine.
- Support the diverse roles of Public Health Services in identifying, characterising and responding to issues of potential public health importance including environmental health, communicable disease control, health improvement policy and practice, and statutory public health.
- Development of data analysis, research and epidemiological skills.
- Development of communication, networking and advocacy skills.
- Preparation and submission of papers for publication, presentation of papers at conferences and delivery of teaching (for example at CME training sessions or to medical students) as appropriate.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Scope of Work Performed:

- Responsible for adherence to Departmental, organisational and professional protocols, policies, clinical pathways and standards.
- Responsible for demonstrating sound judgment and competence in accordance with skills and knowledge when undertaking tasks.
- Responsible for ensuring work is carried out in accordance with relevant occupational health and safety legislation and procedures.
- Direction and supervision will be provided by specialist public health medicine staff, with overall coordination by the Manager - Partnership Development or the nominated delegate in the area of placement.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- General registration with the Medical Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Post-graduate qualifications in Public Health.

Selection Criteria:

1. Demonstrated understanding of and commitment to population health principles and practice.
2. Public health medicine-related experience.
3. Very high level of verbal and written communication and advocacy skills.
4. Demonstrated ability to work effectively in multidisciplinary team settings.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.

