

**Directorate:** ACT Health Directorate  
**Division:** Population Health Division  
**Branch:** Health Protection Service  
**Section:** Communicable Disease Control  
**Position Title:** Director  
**Position No.:** 58817  
**Classification:** Health Professional Level 5  
**Reports to:** Senior Director - Communicable Disease Control  
**Location:** 25 Mulley Street, Holder ACT 2611

## **DIRECTORATE OVERVIEW**

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The ACT Health Directorate (ACTHD) is responsible for the stewardship of the health system in the ACT. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACTHD develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

ACTHD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, People with Disability and people identifying as Lesbian, Gay, Bisexual, Transgender, Intersex or Queer (LGBTIQ) are encouraged to apply.

## **DIVISION OVERVIEW**

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The Population Health Division (PHD) provides a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

## **BRANCH OVERVIEW**

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The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

## SECTION AND BUSINESS UNIT OVERVIEW

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**Communicable Disease Control (CDC)** is a multidisciplinary section within HPS including nurses, epidemiologists, public health professionals and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. CDC has three units: The Disease Surveillance Unit; the Immunisation Unit and the Infection Control Unit.

PHD is undergoing a structural realignment process which includes a proposal to create a new unit within CDC - the Health Risk Facilities and Radiation Unit (HRFR).

Subject to the outcomes of the realignment process, HRFR would be a dynamic multidisciplinary team responsible for ensuring the safety of the ACT community through inspection and licencing of a range of healthcare facilities and other health industry stakeholders. HRFR would be responsible for the regulation of the following areas and related activities:

- Licensable healthcare facilities, including those carrying out procedures and activities that are public health risk procedures
- Persons or businesses that use or own regulated radiation sources (eg. X-ray equipment)
- Persons or businesses performing procedures that require infection control measures (e.g. procedure involving skin penetration).

## POSITION OVERVIEW

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The Director, HRFR will be responsible for leading a team of regulatory and healthcare professionals to carry out regulatory education, licencing, monitoring and surveillance and enforcement actions under the *Public Health Act 1997*, *Radiation Protection Act 2006* including related codes of practice. The Director will also be responsible for leading and implementing change to assist in the development of a risk based regulatory framework.

## WHAT YOU WILL DO

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- Provide high quality leadership to the section, including development of strategic direction.
- Develop a strong, risk-based procedures for the regulation of licenced healthcare facilities undertaking public health risk procedures.
- Direct and manage the implementation and enforcement of ACT public health legislation.
- Manage continual review and improvement of the healthcare facility, radiation protection and infection control radiation frameworks.
- Lead change within the section to deliver risk-based regulatory programs and robust decision making.
- Plan, direct and coordinate the human and financial resources associated with the operation of the section.
- Undertake duties appropriate to this level of classification that contribute to the Directorate.

## WHAT YOU REQUIRE

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The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

### **Professional / Technical Skills and Knowledge**

- Demonstrated senior management experience, including effective change management and human resources management abilities.
- Demonstrated high level experience in implementing and developing public health regulation policies and procedures, particularly in relation to health service settings.
- Demonstrated ability to work within government processes in terms of developing, implementing and managing public health regulation frameworks.

### **Behavioural Capabilities**

- Demonstrated ability to provide strategic leadership to multidisciplinary regulatory team.
- Demonstrated ability to develop and deliver high quality, fit for purpose written and oral communication.
- High levels of personal initiative and accountability.
- Demonstrated commitment to work, health and safety (WH&S) and behaviours consistent with the ACT Public Service Values and Signature Behaviours.

### **Compliance Requirements/Qualifications**

- Applicants must hold a current driver's licence
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

#### ***Desirable:***

Tertiary qualifications in a field relevant to environmental health and/or public health, health services and experience in the development and/or oversight of regulatory frameworks including accreditation and governance of health services.

## Job Demands Checklist

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

| Sensory Demands  | Frequency  |
|--|------------|
| <b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens | Frequent   |
| <b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals              | Occasional |
| <b>Touch</b> - Use of touch is an integral part of work performance  | Occasional |

| Psychosocial Demands  | Frequency  |
|---|------------|
| <b>Distressed People</b> - e.g. Emergency or grief situations   | Occasional |
| <b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness  | N/A        |
| <b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries  | N/A        |
| <b>Restraining</b> - involvement in physical containment of clients/consumers   | N/A        |
| <b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide | Occasional |

| Environment Demands   | Frequency  |
|---|------------|
| <b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures         | Frequent   |
| <b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE    | Frequent   |
| <b>Hazardous substances</b> - e.g. Dry chemicals, glues   | Frequent   |
| <b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard | Occasional |
| <b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight   | Occasional |
| <b>Confined Spaces</b> - areas where only one egress (escape route) exists                        | Occasional |
| <b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground           | Occasional |
| <b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls    | Occasional |
| <b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases           | Frequent   |