Position Title: Public Health Officer

Campus:	Ballarat
Directorate:	Medical
Department:	Grampians Public Health Unit (GPHU)
Reporting to:	Operations Manager, Health Protection
Direct Reports:	Nil

Appointment Terms/Conditions:

Classification and Code:	**CN 4 – ZJ1 or AHP1 Grade 2-3**
Enterprise Agreement:	(Based on qualifications): Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 or Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration *We are stronger together.*	***Compassion*** *We show that we care.*	***Accountability*** *We do what we say and say what we do.*	***Respect*** *We appreciate and value all people.*	***Innovation*** *We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

About Grampians Public Health Unit

Established in January 2021, the Grampians Public Health Unit (GPHU) is one of Victoria's nine local public health units. Hosted by Grampians Health, GPHU provides public health leadership across the Grampians region, supporting communities across 11 local government areas. GPHU's purpose is to promote health, prevent disease and protect the health and wellbeing of communities throughout the region. Its work spans communicable disease surveillance and control, outbreak prevention and response, health promotion, disease prevention, population health initiatives, emergency and reactive communications, and support for evidence-based local public health action. The unit works closely with the Victorian Local Public Health Network, the Victorian Department of Health, health services, primary health network, local government, aged care and disability providers, emergency services, education providers, community and cultural organisations, businesses, and other regional partners. This partnership-based approach ensures public health messages, campaigns and responses are tailored to local communities and delivered in ways that are timely, trusted, accessible and effective. For more information, visit www.grampianshealth.org.au and Grampians Public Health Unit .

POSITION PURPOSE

The Public Health Officer (PHO) protects public health by helping prevent incidents and outbreaks of communicable disease in the Grampians catchment through investigation and a coordinated collaborative response. The PHO works with the GPHU's health protection team, medical specialists and epidemiologists to provide a GPHU public health response to notifiable conditions under the Public Health and Wellbeing Act 2008 and provides operational support in response to other health protection incidents and emergencies as directed.

They conduct investigations, including case and contact interviews, establishing disease acquisition links, identifying high risk individuals, groups and facilities and provide public health advice, recommendations and referrals to other service providers under the direction of the Public Health physicians. The PHO enables effective outbreak and incident management through collaborative engagement and a wide range of internal and external stakeholders.

The PHO applies sophisticated interviewing techniques in gathering information, demonstrating emotional intelligence, responsiveness, flexibility and cultural competence in working with others. The PHO may also be responsible for a specific health protection or communicable disease portfolio dependent upon subject matter expertise and for providing public health education to stakeholders and community members.

Public Health Officers work on a fixed Monday-Friday roster with rotating after-hours, weekend and public holiday on call rostering.

KEY ACCOUNTABILITIES

Health protection and public health response

- Investigate communicable diseases and be cognisant with the required infection prevention, vaccination, and testing response.
- Undertake complex risk assessment and support implementation of public health actions in accordance with legislation, policy and governance requirements.
- Conduct case interviews, infection control management, and contact tracing for close contacts.
- Ensure timely and appropriate escalation to support public health response
- Manage communicable disease cases, clusters and outbreaks in accordance with legislation, policy and public health guidelines.
- Support outbreak coordination, surge response activities and management of emerging public health risks.
- Support operational coordination during incidents, outbreaks and surge responses.
- Collect, analyse and maintain surveillance information using PHESS and related systems.
- Troubleshoot data inaccuracies and escalate concerns appropriately
- Contribute to reporting, trend interpretation and outbreak management activities.

- Participate in on-call roster for out-of-hours notifiable conditions, communicable disease management, and emergency response
- Support air, water, food quality, and environmental health management; identify risks and implement control measures
- Adhere to public health specific guidelines, relevant legislation and organisational policy and procedures, including but not limited to compliance with Grampians Health Privacy policies including all legislation relating to patient privacy such as the Health Services Act 1988 (Vic), the Health Records Act 2001 (Vic) and the Mental Health Act 2014 (Vic).
- Ensure public health actions and administrative functions are completed in an accurate and timely manner
- Maintain comprehensive understanding of GPHU processes and procedures

Risk communication

- Communicate public health risks and control measures clearly and effectively, including in complex situations.
- Contribute to operational briefings, public messaging and health promotion activities.
- Provide evidence-based public health advice to individuals, clinicians, organisations and community stakeholders.
- Ensure public health information follows relevant policies and organisational guidelines.
- Establish effective communication and rapport with health professionals, consumers, families, and external providers.

Systems thinking, collaboration and community engagement

- Work collaboratively with health services, local government and partner agencies.
- Contribute to coordinated public health responses, systems-based initiatives and partnership activities.
- Guide and support peers and other team members in their orientation and skill development
- Participate in any program working parties or external forums as directed
- Contribute to health promotion and broader prevention activities that respond to community needs.

Quality & Improvement

- Assess and be responsible for the quality of public health actions they provide
- Contribute to protocol development, clinical guidelines, local guidelines and quick reference guides
- Manage and be accountable for public health/operational portfolios and projects as delegated
- Support organisational and Department of Health performance targets
- Write reports on public health activities, actions and information as required
- Demonstrate commitment to best practice standards

Professional Development & Participation

- Maintain current mandatory training and CPD requirements
- Participate in committees, meetings, and prepare required reports
- Undertake other duties as required

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualifications in public health, environmental health, nursing, health sciences or a related field.
- Master of Public Health (MPH) or other relevant postgraduate qualifications in public health, epidemiology, health promotion, population health or a closely related discipline, or current enrolment and active progression towards completion.

- Experience in public health, health protection, prevention or a related field for minimum 3 years
- Demonstrated ability to apply professional judgement within established governance frameworks.
- Eligible to become an Authorised Officer under the Public Health and Wellbeing Act 2008
- Current Victorian drivers' license

Desirable

- Familiarity with Department of Health clinical reporting platforms and information systems

Technical/Professional Knowledge and Skills

- Ability to work autonomously and collaboratively with the public health team to deliver safe consumer-focused, public health actions, providing specialist knowledge or depth of experience
- High levels of technology literacy with ability to learn and master online data reporting tools
- Ability to engage in self-reflection to support specialist public health actions
- Demonstrated initiative in leading quality improvement or research projects
- Demonstrated experience in contributing and responding to changing ideas and supporting others through this process, using specialist knowledge
- Demonstrated ability to develop and deliver specialist public health professional development and education
- Demonstrated well-developed skill sets in organisation, time management, planning and priority setting
- Strong organisational skills and initiative in problem solving
- Assume responsibility for relevant administrative portfolios or leadership roles as required
- Proficient knowledge of clinical processes and healthcare systems
- Proficient in Microsoft office (e.g. Word, Excel, Visio) and Microsoft 365 platforms (e.g. Teams and SharePoint)

Work Environment

- Excellent oral and written communication skills
- Keen attention to detail
- Well-developed interpersonal skills with people in all levels of the organisation.
- Considerate and collaborative team member.
- Demonstrated commitment to professionalism and maintaining confidentiality.
- Strong work ethic, attendance, punctuality and flexibility.
- Develop and contribute constructively to new ideas or change processes within the organisation
- Encourage positive responses to new ideas or change within the team
- Develop and contribute toward a supportive, inclusive and cooperative work environment
- Demonstrate a commitment to lifelong learning and evidence-based public health actions through provision of professional development for self and education and teaching of team members and groups

Personal attributes

- Adaptability - Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Decision Making - Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Gaining Commitment - Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.

- Initiating Action -Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
- Managing Work - Effectively managing one's time and resources to ensure that work is completed efficiently
- Technical/Professional Knowledge and Skills -Having achieved a satisfactory level of technical and professional skill or knowledge in position related areas

Professional Conduct

- Practice within professional scope and safety boundaries
- Recognise issues that may lead to conflict and constructively address issues as they arise
- Consider different points of view and compromise where necessary and appropriate, to reach consensus
- Ensure conflict situations are escalated for advice and resolution in line with Grampians Health Procedures and values, acting to resolve, seeking support as required
- Promote understanding, respect and trust between different groups to enable collaboration and optimal public health outcomes
- Display professionalism and well-developed interpersonal skills

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety,

wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.