

Statement of Duties

Position Title: Manager - Screening Recruitment and Cancer Prevention	Position Number: 511483	Effective Date: May 2019
Group: Community, Mental Health and Wellbeing – Population Screening and Cancer Prevention		
Section: Screening Recruitment and Cancer Prevention	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 6	Classification: General Stream	
Reports To: Director - Population Screening and Cancer Prevention		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

In accordance with Agency policies, promote the health and wellbeing of Tasmanians through the development of policy and strategic frameworks for screening recruitment and cancer prevention in Tasmania.

Provide leadership and direction in the management of the Screening Recruitment and Cancer Prevention team. This will involve supporting the Director - Population Screening and Cancer Prevention by undertaking policy review and development and participating in or leading projects relating to the delivery of services to the community, and recruitment of screening participants.

Duties:

1. Provide day to day supervision and support to Screening Recruitment and Cancer Prevention staff under the broad direction of the Director, Population Screening and Cancer Prevention.
2. Provide high level advice to the Director - Population Screening and Cancer Prevention. In the absence of the Director, provide leadership and high level advice to the Minister and senior management of the Department of Health (DoH) on issues relating to cancer screening and control.
3. Manage policy development, including research, planning, monitoring and evaluation processes for state-wide policy on screening recruitment, cancer screening and prevention.
4. Initiate and manage research into cancer prevention issues and other related issues that influence the health and well-being of Tasmanians.
5. Establish consultative links and maintain strong communication with key community stakeholders, cancer interest groups, peak community bodies and State and Commonwealth Government organisations as required.

6. Contribute to and support quality improvement processes in health promotion.
7. Represent the State and the Department on State and National committees as required.
8. 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.
9. 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 positions at this classification level.

Scope of Work Performed:

- Under the broad direction of the Director - Population Screening and Cancer Prevention, the occupant of this position is responsible for leading and managing the Screening Recruitment and Cancer Prevention team. This includes providing specialist consultative management advice on policy, planning and other issues that relate to recruitment of screening participants, and cancer prevention in Tasmania.
- Develop and implement strategies and plans to increase participation in screening programs.
- Work with key stakeholders in the community including cancer interest groups, community sector peak bodies and other government agencies.
- Represent the Agency and Operational Unit on working parties and committees as required.
- Propose, develop and implement research on cancer screening, screening recruitment, and cancer prevention issues in Tasmania, at the direction of the Director- Population Screening and Cancer Prevention.
- Responsible for the preparation of reports and analysis of complex material in relation to the impact of cancer on the community.
- Responsible for the maintenance of a strategic integrated framework for the education of the community on issues relating to cancer screening and control.
- 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.

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.

Selection Criteria:

1. Demonstrated strategic, conceptual, analytical and creative skills, with the ability to understand the political, social and organisational environment impacting on the Agency, and the broader Government.
2. High level understanding of strategic cancer screening, screening recruitment and cancer prevention issues from a population health perspective.
3. Demonstrated ability to develop and implement strategies and plans increase screening rates.
4. Demonstrated project management skills and knowledge, experience in the development and formulation of policy and in the successful communication and marketing of policy options to Government, the community, stakeholders and staff.
5. Sound interpersonal, communication, negotiation and conflict resolution skills, a demonstrated ability and commitment to appropriately involve and consult with key stakeholders, and to represent the Agency on committees and working parties as required.
6. Demonstrated ability to lead and manage a team, and commitment to a team-based approach to support the work of the Screening Recruitment and Cancer Prevention team in an environment subject to work pressures and change.

Working Environment:

- Permanent full-time day work employed at 38 hours per week.
- May be required to work outside normal working hours.
- This is an office based position located at Population Screening and Cancer Prevention, Hobart, with intra and interstate travel required.

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.