

Statement of Duties

Position Title: Specialist Medical Advisor, Public Health Services	Position Number: 513358	Effective Date: January 2015
Group and Unit: Public Health Services		
Section: Health Protection - Medical Specialists and Trainees	Location: South	
Award: Salaried Medical Practitioners (Interim Agreement)	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: Commensurate with years of experience	Classification: Specialist Medical Practitioner	
Reports To: Director, Public Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Specialist Medical Advisor, Public Health Services is a public health medical specialist whose primary objectives are to:

- Provide public health medicine advice and support to Health Protection and Health Improvement, Public Health Services.
- Provide strategic leadership and oversight of the Public Health Services' health intelligence agenda.
- Support the Director, Public Health Services in providing high-level advice to the Government and the Agency regarding public health matters.

Duties:

1. Assist the Director, Public Health Services in carrying out statutory duties under the *Tasmanian Public Health Act 1997*, *Tasmanian Food Act 1993*, *Radiation Protection Act 2005*, *Poisons Act 1971* (under revision) and *Fluoridation Act 1968*, *Tasmanian Food Act 2003*, *Commonwealth Quarantine Act 1908* and any other relevant public health legislation.
2. Deputise for the Director, Public Health Services if required.
3. Provide leadership to and opportunities for health intelligence in the Department of Health and Human Services (DHHS), with the Tasmanian Health Service and other Government Agencies.
4. Provide specialist public health support to Public Health Services' staff and other agencies (including other Government Agencies and Local Governments) involved in monitoring and responding to threats to public health.
5. Respond to Communicable Diseases Prevention, Health Improvement, Environmental Health, Food Regulation and Radiation Protection operational and strategic matters as they arise.

6. Represent the Agency and Public Health Services on national and state working parties, interdepartmental committees and other key groups as required.
7. 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.
8. 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:

- This position may exercise delegations in accordance with a range of Acts, Regulations, Awards and administrative authorities and functional arrangements mandated by statutory office holders including the Director, Public Health Services and the Secretary of DHHS. Details of delegations to this position are provided to the occupant and must be exercised in accordance with any specified limitations.
- The Specialist Medical Advisor receives broad direction and support from the Director, Public Health Services in achieving agreed service outcomes and direction in relation to statutory matters.
- The Specialist Medical Advisor is expected to exercise significant initiative and professional judgement across a spectrum of responsibilities, including:
 - a) Responding to Health Protection matters, including leading a coordinated response to emergent public health issues and outbreaks in the areas of:
 - Environmental Health (including Food Safety)
 - Food Regulation
 - Communicable Diseases Prevention and
 - Radiation Protection.

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.

- Specialist or limited registration with the Medical Board of Australia in a relevant specialty.
- 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:
 - I. 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:

- Fellowship of the Australasian Faculty of Public Health Medicine.

Selection Criteria:

1. Possession of relevant postgraduate qualifications in public health and a demonstrated level of public health experience commensurate with the requirements of the position.
2. Demonstrated knowledge of, and experience in, public and environmental health policy, legislation and practice, together with the proven capacity to provide professional leadership in the public health arena.
3. Demonstrated high level communication, negotiation and conflict resolution skills including demonstrated ability to liaise and negotiate complex and sensitive issues effectively, and proven ability to work constructively as a member of an interdisciplinary team.
4. Demonstrated ability to build and maintain effective relationships and networks and provide high level strategic and professional advice to Government, Agency heads and other key stakeholders with respect to complex and sensitive public health issues.

Working Environment:

- Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the *Tasmanian Visiting Medical Practitioners (Public Sector) Agreement* and remunerated accordingly.

The Department of Health and Human Services (DHHS) 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Human Services and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit. DHHS 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. DHHS and the 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 DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service 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 of Health and Human Services and the Tasmanian Health Service 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: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.