

## Statement of Duties

<b>Position Title:</b> Project Coordinator - Pandemic Influenza Health System Preparedness	<b>Position Number:</b> 501462	<b>Effective Date:</b> June 2017
<b>Group and Unit:</b> Public Health Services – Health Protection		
<b>Section:</b> Environmental Health	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Fixed-Term	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 6	<b>Classification:</b> General Stream	
<b>Reports To:</b> Senior Public Health Advisor		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

- The Project Coordinator – Pandemic Influenza Health System Preparedness (PIHSP) will undertake a project to progress the pandemic emergency capacity and capability of primary and community health in Tasmania and contribute to the consideration of consequential effects on other Public Health emergency planning.
- Work closely with the Tasmanian Health Service (THS), Primary Health Tasmania (PHT) and other key stakeholders to progress pandemic influenza risk treatments included in the Tasmanian State Natural Disaster Risk Treatment Plan and develop whole-of-health resilience, capability and capacity.
- Conclude the Tasmanian Health Action Plan for Pandemic Influenza (THAPPI) by considering and incorporating the consequential effects of new developments of the Australian Health Management Plan for Pandemic Influenza (AHMPPI).
- Provide specialised advice and assistance to senior management in the Department and THS, the Steering Committee and Reference Group members in relation to protocols, plans, policies and systems relating to pandemic preparedness.

### Duties:

1. Create a detailed project plan which identifies and sequences the activities needed to successfully complete the Pandemic Influenza Project.
2. Consult stakeholders about the Models of Care Annex of Australian Health Management Plan for Pandemic Influenza (AHMPPI) and suitable arrangements for Tasmania and develop the Model of Care Annex of the Tasmanian Health Action Plan for Pandemic Influenza (THAPPI), including how it will be implemented in local areas.
3. Consult stakeholders (including DHHS units, the THS, PHT, private hospitals, the Royal Australian College of General Practice and pharmaceutical bodies) about the national arrangements and guidelines for the rapid and coordinated management of antivirals during a pandemic response and develop the Antiviral Management Annex of THAPPI.

4. Develop Pandemic Preparedness Guidelines and Checklist resources to help health service providers achieve, evaluate and sustain an appropriate level of pandemic preparedness and, in return, support the incident controller to rapidly activate an effective response.
5. Consult and inform stakeholders through information sessions about the special arrangements in place for the management of antivirals during a pandemic, the Model of Care annex of THAPPI, and what both mean for local health service providers and supporting organisations.
6. Consolidate all project work done through a robust evaluation and review process.
7. Provide reports to the Steering Committee, the Public Health Emergencies Sub Committee (PHESC) and the Department of Police, Fire and Emergency Management as required by the project grant guidelines.
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 jobs at this classification level.

#### **Scope of Work Performed:**

- The occupant is accountable to a Steering Committee including the Director of Public Health (or delegate), Manager Communicable Diseases Prevention Unit and key representatives appointed from THS and PHT. Under the limited direction of the Senior Public Health Advisor, the Project Coordinator PIHSP will:
- Provide recommendations to Steering Committee members and senior Departmental and THS managers, identifying risks and developing appropriate strategies to mitigate risk.
- Work in close collaboration with a range of stakeholders both within the Department of Health and Human Services (DHHS) and externally, particularly with the THS for coordination of regional and local planning.
- Work closely with a Reference Group that has been established to provide broader input, and includes the Department of Premier and Cabinet, the Department of Police, Fire and Emergency Management, Local Government and non-government organisations, as well as liaison with the Project's Technical Advisory Group.

#### **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.

### **Desirable Requirements:**

- Current Driver's Licence.
- Appropriate qualifications and/or experience in health emergency management planning.

### **Selection Criteria:**

1. Well developed and practical understanding of contemporary emergency management issues and practices affecting the Tasmanian health and human services sector.
2. A broad knowledge of agency priorities, goals and directions in relation to emergency management preparedness and the principles for managing major health emergencies, in particular public health emergencies such as pandemics or the ability to rapidly acquire such knowledge.
3. Demonstrated knowledge and experience in the review and participation in the development of strategic and operational documentation, including protocols, plans and policy positions.
4. High level research and analytical skills, with a proven ability to access and evaluate data and information, identify features, trends and issues, and make appropriate recommendations or decisions.
5. High level communication, consultation, interpersonal, conflict resolution and representational skills of a high order, including written, negotiation and engagement skills.
6. Proven experience in managing and reporting on concurrent projects and tasks within strict timeframes, and a capacity to deal with pressure, ambiguity and change.

### **Working Environment:**

- Intrastate travel required.

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.