

Statement of Duties

Position Title: Priority Populations Officer	Position Number: 522096	Effective Date: December 2014
Group and Business Unit: Public Health Services - Health Improvement		
Section: Healthy Communities	Location: South, North, North West	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 6	Classification: General Stream	
Reports To: Manager - Healthy Communities		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- As a member of Health Improvement, promote a population health approach to improving health and wellbeing and reducing health inequities through the development of policy and strategic frameworks, research, education and training, project development and evaluation.
- Provide policy advice and direction on improving the health and wellbeing of people with identified vulnerabilities, including cultural and language background, gender and sexuality.

Duties:

1. Facilitate the development and implementation of evidence informed policy, systems and services through collaboration, research, planning and evaluation across agency, government and community sectors.
2. Provide high level advice to Public Health Services and other areas of the Agency, state government and community sector about issues relating to health equity, social determinants of health and improving the health and wellbeing outcomes for vulnerable groups.
3. Promote, coordinate, manage and support strategic initiatives relevant to a systems approach to improving health equity in Tasmania.
4. Disseminate, promote and contribute to new knowledge about health equity and health needs of vulnerable groups, preventive health and social determinants of health.
5. Establish and maintain links and collaborative partnerships across State and Commonwealth governments and community sectors.
6. Represent the Agency at relevant State and National forums as appropriate.
7. Develop, manage, monitor and evaluate Service Agreements and provide support and advice to relevant community sector organisations and other stakeholders.

8. Undertake planning, evaluation, capacity building and development activities to build an evidence base and reduce health inequities for vulnerable groups in Tasmania.
9. 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.
10. 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:

- Undertaking the above duties with considerable independence on a statewide basis with limited supervision from the Manager - Healthy Communities.
- Coordinating evidence informed policy, systems and service development through collaboration, research, planning and evaluation across the Agency, government and community sectors.
- Provision of timely and accurate reports, briefings and ministerial correspondence on issues relating to preventive health, health promotion and healthy equity.
- Representing the State/Agency at State and National forums as appropriate.

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. Relevant qualifications and/or demonstrated experience in applying a population health framework and principles of health promotion and health equity to improve health and wellbeing outcomes for vulnerable groups.
2. High-level knowledge of current political, social, community and health service issues relevant to vulnerable groups and associated strategies for the improvement of health outcomes and health equity.
3. Demonstrated ability to plan, implement and evaluate strategies to achieve outcomes related to improving the health outcomes of vulnerable groups and reducing health inequity.
4. Demonstrated oral and written communication skills including the ability to prepare written reports and policy documents, facilitate meetings, deliver public presentations and represent the Agency on a range of committees and forums.
5. High level understanding of a variety of consultative mechanisms and a demonstrated ability to consult with a diverse range of people, both within the community and at all levels of an organisation.
6. Demonstrated ability to work in partnership and as part of a team to achieve outcomes relevant to improving the health outcomes of vulnerable groups and improving health equity.
7. Ability to work independently, take initiative and meet deadlines within the context of a changing organisational environment.

Working Environment:

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. The 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.