



ROLE DESCRIPTION

Role Title:	Epidemiologist
Classification Code:	AHP2
Agency:	Preventive Health SA
Division:	Epidemiology and Research
Team:	Data, Analytics and Health Translation
Role reports to:	Senior Epidemiologist,
Role Created/ Reviewed Date:	June 2024
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Epidemiologist is responsible for undertaking the statistical analysis and reporting of public health data from the population health surveys and registries maintained within the Epidemiology and Research Division, and external datasets.
- > The role plans and undertakes the analysis and reporting of epidemiological data, preparing a range of routine and ad-hoc reports and recommendations on patterns of population health data.
- > The Epidemiologist works collaboratively with a range of internal and external stakeholders, including universities, researchers, and government, non-government and community stakeholders to assess and process requests for data held within the Epidemiology and Research Division.

Key Relationships/ Interactions:

Internal

- > Reports to the Senior Epidemiologist
- > Works closely with Epidemiology and Research Division Executive, management and staff.
- > Proactively engages and liaises with other members of Preventive Health SA

External

- > Liaises with internal and external service providers.
- > Liaises with Epidemiologists and health professionals in other States and in Commonwealth Government Departments and Agencies.
- > Works collaboratively with universities, researchers, key external government and non-government and community stakeholders in relation to requests for data held within the Epidemiology and Research Division.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Balancing competing priorities, expectations and tight timeframes to deliver robust data and high quality analysis and reporting.
- > Monitoring, analysing and reporting population health trends, risk factors and outcomes using the extensive range of population health data collected within the Epidemiology and Research Division.
- > Developing and maintaining partnerships with universities, researchers, and government, non-government and community stakeholders to assess and facilitate requests for data held within the Epidemiology and Research Division.

Delegations:

- > Nil.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Data analysis	<ul style="list-style-type: none"> > Coordinate and undertake the statistical analysis of public health data including from external databases and population health surveys and registries maintained within the Epidemiology and Research Division. > Plan and undertake the analyses and reporting of epidemiological data and prepare a range of routine and ad-hoc reports and recommendations on patterns of population health data. > Collate, analyse and prepare disease and health-behaviour related data for inclusion in complex reports including designing and writing both routine and ad-hoc syntax for statistical analysis. > Assist Data, Analytics and Health Translation team members in the planning, collection, interpretation, application and dissemination of disease information and survey data for a range of internal and external applications. > Identify opportunities for non-routine epidemiological projects to improve health status in South Australia including developing, coordinating and delivering ongoing data quality improvement activities that align to the strategic direction of the Agency.
Data, Analytics and Health Translation Reporting	<ul style="list-style-type: none"> > Prepare a range of routine, ad-hoc and epidemiological reports and recommendations on patterns of population health data and provide assistance to professional staff as required. > Develop and maintain collaborative working relationships with universities, researchers, and government, non-government and community stakeholders to process requests for data held within the Epidemiology and Research Division. > Plan, coordinate and facilitate consultation processes related to proposed reporting, including providing advice to stakeholders, clinical and non-clinical committees and working groups to ensure data and reporting are audience appropriate and fit for purpose. > Undertake, and contribute to, the ongoing review of population health surveys, to ensure data collected are consistent with National surveys, guidelines and recommendations. > Develop and implement processes to monitor data needs, issues and trends to inform the planning and development of a coordinated approach to meeting the health-related data and reporting needs of staff within the Agency.

<p>Engagement and advice</p>	<ul style="list-style-type: none"> > Develop and maintain collaborative working relationships with Executive, management and staff within the Agency to assist in the analysis, interpretation and reporting of data to inform decision making. > Provide advice to Project Managers, staff and researchers in relation to the planning and delivery of complex data and reporting requirements that inform the delivery of evidence-based findings. > Liaise with other state, national and international agencies in the compliant and appropriate exchange of health-related data. > Provide advice and consultancy on the technical content of epidemiological materials generated or held by the Division and ensure the way the Division provide and report data is consistent. > Provide advice to relevant working groups in the resolution of complex epidemiological problems of a non-routine nature, including utilising advanced problem-solving methods. > Develop timely briefings and reports for Data, Analytics and Health Translation management and staff in relation to team planning, processes and guidelines and the status of programs and projects.
<p>Capacity building</p>	<ul style="list-style-type: none"> > Provide professional supervision, support and oversight of AHP1 staff within the Data, Analytics and Health Translation team, including training new staff. > Identifying opportunities for improvement in epidemiological data analysis, interpretation and reporting including developing and leading ongoing quality improvement activities with other staff. > Contribute to, and participating in professional education and epidemiological capacity building activities for staff across the Agency.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > A relevant degree which includes study in epidemiology, biostatistics, public health or health sciences.

Personal Abilities/Aptitudes/Skills:

- > Well-developed interpersonal and written and verbal communication skills, including the ability to negotiate and liaise effectively with team members and a range of stakeholders, provide effective customer services and present complex concepts clearly and concisely to both technical and non-technical audiences.
- > Demonstrated ability to work independently, as well as a collaborative member of a multi-disciplinary team, under limited direction and reduced professional supervision, exercise sound judgement and delegated authority in planning and prioritising workloads and operating effectively in a changing and complex environment.
- > Demonstrated ability to research, analyse and interpret qualitative and quantitative data from a variety of sources, select methods and techniques based on sound evidence and judgement and present findings in a meaningful way to inform operational and policy planning and decision making.

Experience:

- > Proven experience in planning and coordinating epidemiological data collection and management processes including engaging with stakeholders to identify requirements and collating, analysing and preparing population health related data to inform evidence-based reporting and decision making.
- > Proven experience in utilising a range of tools, technologies and statistical software packages, and applying epidemiological research techniques and methodologies, to develop and deliver a range of reports, briefings and documents for publication.
- > Experience managing access to health-related data, in compliance with government policy, and processing requests for data from universities, researchers, and government, non-government and community stakeholders.

Knowledge:

- > Demonstrated knowledge of qualitative and quantitative research methods, data collection and management, and statistical analysis techniques.
- > Knowledge of Government information management policy, related guidelines, and agency procedures and practices.
- > Knowledge of epidemiological principles and practices and their application in relation to health service delivery and policy setting.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Post-graduate and/or other professional qualifications in epidemiology, statistics or public health.

Knowledge:

- > Knowledge of population health survey data methodologies.
- > Knowledge of population health data registries.
- > Knowledge of methods and data resources of the Australian Bureau of Statistics (ABS) and the Australian Institute of Health and Welfare (AIHW).

Special Conditions:

- > It is mandatory that no person, whether or not already working in Preventive Health SA, may be appointed to a position in Preventive Health SA unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

General Requirements:

All Preventive Health SA staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all Preventive Health SA practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the Public Sector values and strategic directions of Preventive Health SA.

Handling of Official Information:

By virtue of their duties, Preventive Health SA employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

Preventive Health SA employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

Preventive Health SA employees will not misuse information gained in their official capacity.

Preventive Health SA employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

Preventive Health SA has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines regarding acceptable workplace behaviour.

Resilience:

Preventive Health SA employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Preventive Health SA is established as the state government's health promotion agency to:

- improve the health and wellbeing of all South Australians by reducing the burden of non-communicable conditions and reducing health inequities with a particular focus on vulnerable communities, especially Aboriginal people, and Torres Strait Islanders
- undertake, support, and monitor health promoting strategies and programs designed to improve physical and mental health and wellbeing for all South Australians
- advise the minister and government agencies about ways of preventing illness and promoting health and wellbeing.
- increase awareness of programs designed to prevent ill-health, promote health and wellbeing, and encourage healthy lifestyles and programs,
- collect, monitor and share population level health and wellbeing data.
- undertake or encourage research in all areas of preventive health and wellbeing.

The prevention priorities for Preventive Health SA include obesity, tobacco, vaping, mental health, suicide prevention, alcohol and other drugs, and the determinants of health. These priorities are consistent with the focus areas for prevention action to improve population health and wellbeing, outlined in the National Preventive Health Strategy 2021–2030, endorsed by all Australian Governments.

Preventive Health SA delivers evidence-based primordial and primary prevention actions to improve the health and wellbeing of South Australians by:

- Reducing the burden of non-communicable conditions and their impacts on our health system,
- Reducing health inequities, with a particular focus on priority populations within our State, and
- Increasing evidence-based, cost-effective, and integrated approaches that address the social, cultural, and commercial determinants of health.

Our Legal Entities:

Preventive Health SA has been proclaimed as an attached office to the Department for Health and Wellbeing, under the *Public Sector Act 2009*. The Chief Executive Preventive Health SA is responsible to the Minister for Health and Wellbeing.

Preventive Health SA works with other legal entities of SA Health including (but not limited to) the Department for Health and Wellbeing, Local Health Networks and SA Ambulance Service Inc.

Preventive Health SA Challenges:

South Australians generally experience good health and wellbeing with one of the safest and most advanced health systems in the world. However, like the rest of Australia and many other countries, South Australia is faced with significant challenges with an increasing and changing burden of disease and increasing health system demand, which has resulted in high utilisation of hospital services and rising health care costs.

Preventive Health SA is leading a dedicated program of prevention work to support the health and wellbeing of all South Australians.

Through the delivery and implementation of evidence-based policy and programs, Preventive Health SA is working to improve health outcomes and reduce health inequities for South Australian communities with a focus on the agency prevention priorities.

Division:

Epidemiology and Research Division

The Epidemiology and Research Division is responsible for collecting, analysing, translating, and sharing complex population health data and evidence into actionable insights that improve the health and wellbeing of all South Australians. The Division encourages, enables and creates evidence that informs the effectiveness of preventive activities, actively shares epidemiological and population health data to inform

decision making, undertakes research translation, and publishes outcomes of programs and initiatives to contribute to the evidence-base and inform future investment. It also has responsibility for managing a number of legislated population health data registries.

The Division partners with universities, government agencies and the not-for-profit sector in research activities, and collaborates with all other Divisions in the agency to enable evidence-informed decision making.

Values

South Australian Public Sector Values

The public sector values have been developed to make it easier for us to work together by forming a culture and a vision that we all share.

- > Service – we proudly serve the community and Government of South Australia
- > Professionalism – we strive for excellence
- > Trust – we have confidence in the ability of others
- > Respect – we value every individual
- > Collaboration and engagement – we create solutions together
- > Honesty and Integrity – we act truthfully, consistently and, fairly
- > Courage and tenacity – we never give up
- > Sustainability – we work to get the best results for current and future generations of South Australians

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within Preventive Health SA.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with the role, the organisational context and the values as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V4	1 July 2024		Organisational Overview and Preventive Health SA Challenges updated in Organisational Context section template updated 14 June 2024 P56045
V3	July 2024		Updated to include new Division descriptions for Preventive Health SA effective 1 July 2024
V2	Feb 2024	June 2024	Updated to reflect establishment of Preventive Health SA
V1		Feb 2024	Original version