



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH</b>		<b>Position No:</b>	614988
<b>Division:</b>	Pilbara	<b>Title:</b>	Public Health Manager
<b>Branch:</b>	Pilbara Population Health	<b>Classification:</b>	HSO Level G-8
<b>Section:</b>	Public Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> <b>Classification:</b> <b>Position No:</b>	<b>Regional Director</b> <b>HSO Class 2</b>  600100
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<b>Responsible To</b>	<b>Title:</b> <b>Classification:</b> <b>Position No:</b>	<b>Director Population Health</b> <b>HSO Level G-11</b>  608202
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<b>This position</b>	<b>Title:</b> <b>Classification:</b> <b>Position No:</b>	<b>Public Health Manager</b> <b>HSO Level G-8</b>  614988
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#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u><b>Title</b></u>	Coordinator/Administration Assistant Clinical Nurse Manager – Community x2 Business Manager Primary Health Manager x2
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Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
300136	Clinical Nurse Spec – Public Health	Senior Health Promotion Officer	
300142	Clerical Assistant	Research and Evaluation Coordinator	
300148	Research and Evaluation Coordinator	Nutrition Coordinator	
300173	Health Promotion Coordinator	Health Promotion Officer x 4	
607908	Clinical Nurse Spec – Sexual Health	Aboriginal Health Promotional Officer	
615032	Clinical Nurse Spec – Public Health		

### Section 3 – KEY RESPONSIBILITIES

Leads and manages public health services and team, in partnership with internal and external service providers including other government agencies. Manages the development, implementation and evaluation of public health programs that minimise the risk of disease and injury, and enhance the well-being of the Pilbara population, ensuring service alignment with local, state and national initiatives, supporting best practice, quality management and appropriate research and support.

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		CLASSIFICATION	HSO Level G-8



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR MISSION**

To deliver and advance high quality care for country WA communities

**OUR VISION**

To be a global leader in rural and remote healthcare

**OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

**OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>LEADERSHIP/MANAGEMENT</b>	<b>D</b>	<b>40</b>
1.1	Provide effective human resource management of public health staff including recruitment, selection, orientation and induction of new staff		
1.2	Manage effective functioning of Public Health team through appropriate supervision, mentoring, reflective practice, professional reasoning, performance development and staff development (training/education)		
1.3	Lead and manage public health services in accordance with strategic directions of the region		
1.4	Identify service delivery issues and trends and their implications for the planning and delivery of population health programs in the Pilbara		
1.5	Promote effective relationship and communication within and between all disciplines, departments and agencies		
1.6	Maintain effective working relationships and communication between the service and the community and stakeholders		
1.7	In collaboration with Director Population Health monitor the effective management of the resources, including budget performance, performance management of staff and asset management		
1.8	Participates in the Pilbara Population Health leadership team, providing advice and assistance to the Director Population Health on public health issues		
1.9	Represents the Pilbara interests on state level public health policy development and planning initiatives		
1.10	Provides leadership and participates in the implantation of the overall quality improvement program for the service, including accreditation.		
<b>2.0</b>	<b>POLICY, PLANNING AND PROGRAM MANAGEMENT</b>	<b>D</b>	<b>30</b>
2.1	Coordinates and manages the development of strategic plans for Public Health and participates in development of strategic plans for Pilbara Population Health		
2.2	Develops operational plans for the delivery of public health care services for the region in accordance with scope, quality, cost and timeliness specifications		
2.3	Plan, develop and evaluate integrated public health services for the region, in conjunction with other government and non-government organisations and service providers		
2.4	Liaise and consult with key stakeholders, including personnel, community groups, local government authorities and other government agencies on the provision of population health services to the Pilbara community, within an evidence based best practice framework		
2.5	Facilitates the preparation of submission for further funding / program development		
2.6	Contribute to policy development for Population Health and establish appropriate related protocols and procedures for Public Health Services, including at a state wide level		
2.7	Provide annual and other relevant reports pertaining to public health services		
2.8	Ensure appropriate evaluation mechanisms are undertaken and that stated health care outcomes are achieved		
<b>3.0</b>	<b>RESEARCH AND EVALUATION</b>	<b>R</b>	<b>15</b>
3.1	Utilises routinely collected data to describe the health status of the population within the jurisdiction of PPH to identify health issues and the make recommendations for actions		
3.2	Coordinates appropriate epidemiological and applied research and evaluation of Public Health programs within the region		
3.3	Use routine data sources and special data collections to evaluate public health programs		

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		<b>W</b>	<b>10</b>
<b>4.0</b>	<b>CAPACITY BUILDING AND ADVOCACY</b>		
4.1	Facilitates support, guidance and resources to public health, primary health and other professionals in the development, planning, implementation and evaluation of population health programs		
4.2	Facilitates the development of long term sustainable population health services for the Pilbara		
4.3	Assists in the provision of population health services through development and management of formal agreements with other agencies and organisations		
4.4	Prepares reports and proposals for the Director Population Health on the development of service initiatives to meet the ongoing and future public health needs of the Pilbara population		
4.5	Advocates for Public Health needs of the Pilbara population in forums where Public Health policy decisions are being formulated, including being advocate through media, conference presentation and reports		
<b>5.0</b>	<b>OTHER</b>	<b>O</b>	<b>5</b>
5.1	Participate in own performance development program with Director Population Health		
5.2	Participate in continuing education of self, including professional, leadership and managerial skill development		
5.3	Act as a resource to all disciplines		
5.4	Undertake duties as directed by Director Population Health		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Demonstrated leadership and management skills (including financial and human resource management) and proven capacity to lead and manage a multidisciplinary team
2. Demonstrated experience in the coordination, planning, development and evaluation of public health and health promotion programs in a rural and remote setting
3. Well-developed knowledge and understanding of public health and primary health care principles and issues
4. Demonstrated highly developed interpersonal, oral and written communication skills including the ability to develop and maintain partnerships
5. Demonstrated advanced conceptual, analytical and problem solving skills
6. Demonstrated computer literacy and an ability to use information systems
7. Demonstrated knowledge of cultural factors and social determinants particularly relating to Aboriginal Health
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.
9. Current C Class driver's licence and ability to travel within the region as required including overnight stays

**DESIRABLE**

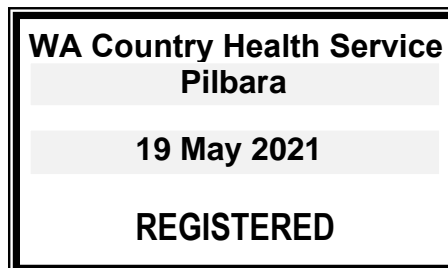
1. Tertiary qualifications in health related discipline, education or social science equivalent
2. Possession or progression towards post graduate qualification in professional area, health promotion, public health, primary health or management

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	South Hedland	<b>Accommodation</b>	As determined by WA County Health Service (WACHS) Policy
<b>Appointment Conditions/ Allowances</b>	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26th parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Working With Children Check</li> <li>• Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays.</li> </ul>		

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



Signature and Date:  
**Director Population Health**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed