



North Metropolitan Health Service  
**Job Description Form**

HSS REGISTERED

**Deputy Medical Director  
Public Health**

Medical Practitioners Agreement: Year 1-9

Position Number: 008659

Temporary Workforce

Public Health Emergency Operations Centre (PHEOC) – Operations

**Reporting Relationships**

Medical Director  
Public Health  
PHEOC Operations  
Position Number: 008464



Also reporting to this supervisor:

- TBC



**This Position**



Directly reporting to this position:

**Title**

Nil

**Prime Function / Key Responsibilities**

Assists and supports the Medical Director to lead and manage the multidisciplinary team in overseeing all COVID-19 and other communicable disease contact tracing/surveillance activities utilising the National and State specific guidelines and polices and local operational procedures.

Provides support and medical expertise to members of the disease control team and to other professionals in the community to ensure appropriate public health management. In conjunction with the Medical Director, provides leadership, orientation, training, supervision and education, where relevant, for doctors in training, Health Service Medical Practitioners and other health workers.

Supports and participates in the planning, implementation and evaluation of public health strategies of Public Health Emergency Operations Centre (PHEOC).

Assists the Medical Director to lead and manage a team in the provision of high-level program management to support and sustain strategic health service reform, innovation and business improvement initiatives across the North Metropolitan Health Service (NMHS).

**Brief Summary of Duties (in order of importance)**

**1. Disease Control**

- 1.1 Works with the State Health Incident Control Centre (SHICC), Metropolitan Communicable Disease Control (MCDC) team, WA Country Health Service (WACHS) and Communicable Disease Control Directorate (CDCD) to develop and support projects in disease control and immunisation that are congruent with the strategic and business plans of the Public Health Emergency Operations Centre.
- 1.2 Works with SHICC, MCDC, WACHS and CDCD in managing disease outbreaks.
- 1.3 Liaises with hospital clinicians and General Practitioners across the metropolitan region in relation to disease control issues and activity.
- 1.4 Provides medical support relevant to the public health management of notifiable communicable diseases, including the diagnosis, treatment, follow up and contact tracing of patients.
- 1.5 Utilises the Western Australian Notifiable Infectious Diseases Database (WANIDD) to analyse data and report on trends.
- 1.6 Provides expert knowledge in National and State guidelines and legislation, and disease trends and issues.
- 1.7 Provides education for General Practice staff in relation to public health issues such as immunisation, COVID-19 and other disease control.

**2. Public Health General**

- 2.1 Provides advice to the Deputy Chief Health Officer regarding strategy, policy and planning in Public Health programs.
- 2.2 Liaises with WA Health Stakeholders, other organisations and authorities including local government offices to ensure a clear understanding of roles and responsibilities including statutory requirements, principles of risk communication and risk assessment.
- 2.3 Provides epidemiologic, evaluation and project management expertise to the multidisciplinary team as required.

**3. Training & Development**

- 3.1 Participates in the education of staff and other relevant parties in matters pertaining to disease control and public health.
- 3.2 Acts as a mentor and supervisor for trainee public health physicians.

**4. Planning & Epidemiology**

- 4.1 Collects, enters and analyses quantitative and qualitative data.
- 4.2 Produces demographic and descriptive reports where required.

**5. NMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**6. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Fellowship of the Australasian Faculty of Public Health Medicine.
3. Experience in public health management of communicable diseases.
4. Proven high level communication, interpersonal and team building skills.
5. Experience in public health policy and practice.
6. Current "C" or "C.A." class drivers' licence.

### Desirable Selection Criteria

1. Previous experience in health service management.
2. Post graduate qualification in public health e.g. Master of Public Health, Masters of Applied Epidemiology.
3. Knowledge and experience in Aboriginal health.
4. Experience in public health management of non-communicable diseases.
5. Experience in analysis and reporting of epidemiological data.
6. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Current "C" or "C.A." class drivers' licence.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date:

Last Updated on: June 2021  
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