



HSS REGISTERED

Public Health Intelligence Manager

Health Salaried Officers Agreement: G-10

Position Number: CG008660

NMHS Mental Health, Public Health, Dental Services

COVID-19 Public Health Operations

Reporting Relationships

Medical Director – Public Health
Public Health Operations - Mental Health, Public
Health and Dental Services
Award Level: AMA Year 1-9
Position Number: 008464

Also reporting to this supervisor:

- Deputy Medical Director – Public Health
- Nurse Coordinator
- Operations Manager
- Consultant Public Health Medicine
- Vocationally Registered GP
- Registrar Public Health Medicine
- Executive Assistant

This Position

Directly reporting to this position:

Senior Epidemiologist	HSO G*8	2.0FTE
Coordinator Systems & Innovation	HSO G-7	1.0FTE

Prime Function / Key Responsibilities

Manages the Public Health Operations Intelligence division including enhanced surveillance programs and databases for the COVID-19 emergency response in WA, inclusive of development, data collection, epidemiological analysis and reporting. Provides expert advice to the Medical Director – Public Health on design and organisation of case management and contact tracing data systems. Undertakes analysis of data and prepares scientific reports and publications. Designs and conducts complex epidemiological investigations or analyses as required for Covid-19 outbreaks and/or other public health priorities.

Brief Summary of Duties (in order of importance)

1. Leadership & Management

- 1.1 Provides leadership to and management of the day-to-day operations of the Public Health Operations Intelligence Cell.
- 1.2 In partnership with the Medical Director – Public Health, leads the delivery of a portfolio of COVID-19 related projects and provides expert Public Health intelligence and epidemiology advice related to Public Health Operations services.
- 1.3 Develops and implements policy relevant to enhanced surveillance data collections.
- 1.4 Accountable for the management of COVID-19 contact tracing systems and databases including the management of surveillance information and relevant outbreak investigations in WA.
- 1.5 Participates and leads complex project/s, and/or components of larger more significant projects, to investigate issues and/or develop and implement initiatives for management of COVID-19 and/or other Public Health issues in WA.
- 1.6 Ensures service delivery matches with the needs of the health community and aligns with the key action areas and activities set out by Communicable Diseases Network Australia (CDNA) National Guidelines for Public Health Units – COVID-19 in partnership with the Medical Director – Public Health.
- 1.7 Accountable for the coordination, development, submission and implementation of business cases, briefing notes, Ministerial correspondence and other reporting as required.
- 1.8 Fosters an environment of open and collaborative communication, ensuring compliance with the WA Health Code of Conduct, and builds productive relationships and partnerships across the organisation.
- 1.9 Participates as a member on internal and external committees and working groups as required.

2. Health Monitoring and Surveillance

- 2.1 Coordinates the Public Health Operations Intelligence Cell to facilitate and actively contribute to the conduct of studies examining risk factors for COVID-19.
- 2.2 Leads the development of suitable databases and methodology for epidemiological studies.
- 2.3 Coordinates the ongoing development of databases and quality improvement of data relevant to COVID-19 surveillance.
- 2.4 Provides general epidemiological expertise and advice to Public Health Operations and liaises with key stakeholders, including general practitioners, pathology laboratories, and other agencies as required.
- 2.5 Interprets epidemiological data at an expert level and provides advice to internal and external clients on population health status and the epidemiology of individual diseases and conditions.
- 2.6 Leads and manages the establishment and maintenance of databases relevant to the functions of Public Health Operations and health-related statistical collections relevant to the comprehensive assessment of population health status and the epidemiology of individual diseases and conditions in Western Australia.
- 2.7 Advises and trains staff involved in collection, processing, cleaning and analysis of data related to the COVID-19 response for a range of internal and external stakeholders at a state and national level ensuring compliance with relevant legislation and *Public Health Act 2016*.
- 2.8 Identifies solutions to satisfy unmet COVID-19 data requirements and assists in the development and implementation of solutions.
- 2.9 Aggregates and analyses information and data relevant to the epidemiology of COVID-19 in WA.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to the role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental/Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Postgraduate qualifications in public health, epidemiology and/or biostatistics.
2. Significant knowledge, experience and leadership in public health and/or epidemiology services, including the ability to foster effective teamwork to achieve service targets and goals.
3. Highly developed communication including report writing, consultation and negotiation skills and the ability to establish collaborative networks internal and external to the organisation.
4. Extensive experience in the design, conduct, and analysis of epidemiological studies and the development and management of Public Health statistical and database applications and communicable disease surveillance data.
5. Excellent conceptual and analytical skills, with a demonstrated ability to interpret a broad range of information and provide innovative solutions to complex problems.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Demonstrated knowledge of strategic issues and trends impacting the WA Health Sector.
2. Senior level experience in the Public Health Sector.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check
- 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 November 2021

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