

# Position description

## Deputy Chief Health Officer (Multiple Roles)

### OFFICIAL

<b>Position number:</b>	DH/
<b>Branch/Division/Team:</b>	Department of Health
<b>Work location:</b>	2/50 Lonsdale Street, Melbourne / Work remotely
<b>Classification:</b>	Senior Medical Adviser (SMA)
<b>Employment status:</b>	Fixed term contract up to five years, part time, full time or flexible
<b>Total Remuneration Package:</b>	\$167,080 - \$239,496 p.a. plus superannuation (However negotiable based on experience)
<b>Position reports to</b>	Chief Health Officer and/or Deputy Secretary, Intelligence Case, Contact and Outbreak Management
<b>Position contact:</b>	Monique Bateman on 0419 965 059
<b>Closing date:</b>	TBC

## Role purpose

The Deputy Chief Health Officer is a senior clinical leadership role providing authoritative advice and leadership in supporting the Chief Health Officer, Deputy Secretary and Secretary and staff. The role may act in place of the Chief Health Officer for periods of leave and rostered weekend relief. As the Deputy Chief Health Officer, you will participate in emergency management activities, contribute to the coordination of the prevention and response to public health incidents and represent the department on state and national committees as required.

Coordination of technical activities and the delivery of successful public health outcomes is a critical element of the role and requires an exceptionally high level of attention to detail, critical evaluation, communication and negotiation skills.

Deputy Chief Health Officer (DCHO) leads a team of public health professionals who operationalise public health responses (including to COVID-19 outbreaks), and the investigation of associated outbreaks on behalf of the Chief Health Officer.

The role may require regular or ad hoc participation in a stand-by roster and is required to be placed on a shift-based 7-day roster.

## Department of Health

The Department of Health (DH) has been established to advance the government's policy priorities in improving patient outcomes and experience for all Victorians.

DH is responsible for the Health and Ambulance Services, Mental Health and Ageing portfolios. We also lead the government's public health response and recovery of the COVID-19 pandemic.

DH will remain at the very heart of Victoria's recovery effort – looking after families and taking care of Victorians' loved ones.

A priority for DH will be to deliver ever-better quality healthcare through continuous improvement. We will have Victorians and clinicians at the center of our reforms, continued leadership from our health service executives, and deeper engagement with our academic partners.

Our ultimate vision is to achieve the best health and wellbeing for all Victorians. We will do this through the creation of a department committed to leading an integrated and continually improving healthcare system for health, mental health and aged care.

## Public Health Division

Victoria's Chief Health Officer is responsible for the provision of public health advice to the Minister, the Department of Health and Human Services and the Victorian community including the exercise of statutory powers under the Public Health and Wellbeing Act 2008.

The Health Protection Branch works to reduce the incidence of preventable disease by protecting the community against hazards resulting from or associated with communicable disease, food, water or the environment. The Health Protection Branch's business is primarily focused on reducing preventable disease and protecting the community from public health hazards.

## COVID-19 Response

The COVID-19 Response Division manages the response to public health risks associated with COVID-19. This includes the provision of public health advice to Government and other government agencies, oversight of infection prevention and control activities, case contact and outbreak management support, advice around physical distancing and other health directions and the provision of public information and data intelligence

### Key accountabilities

- Provide high level authoritative public health medical/clinical, technical and strategic advice and input to policy development, review and reporting on significant issues across the Health Protection Branch and/or the Covid 19 Response Division/.
- Deputise for the Chief Health Officer as required and provide high level leadership, vision and guidance in relation to the public health function, across the Health Protection Branch, the department and the broader public health sector.
- Lead investigations and review incidents and issues including investigations into both communicable and non-communicable disease clusters and provide reports to the Chief Health Officer.
- Provide public health leadership in emergency management activities as required and assist in the coordinate the prevention and response to public health incidents and emergencies.
- Be the media spokesperson as authorised by the Chief Health Officer to communicate health protection risks and actions to protect the health of the community.
- As Deputy, assist the Chief Health Officer undertake a variety of statutory functions under health and food-related legislation and develop and implement strategies to promote and protect public health.
- Represent the department on committees at the state, national and community level to promote and protect public health. Represent the department on intergovernmental advisory and research committees and community-based forums.
- Improve public health outcomes by having oversight of the development of standards, procedures, guidelines and policies using consultative and cooperative processes with managers VPS officers and the public health sector.
- Demonstrate ability to undertake surveillance and rapidly identify public health risks and appropriately prioritise a response.
- Undertake literature reviews, evaluate, and independently critique evidence on a range of public health issues.

- Effectively manage and provide leadership to a team of employees by:
  - leading and supporting individuals to achieve their potential and contribute to organisational goals and outcomes
  - modelling behaviours integral to good people management and departmental values
  - where relevant, managing and monitoring specific improvement objectives in annual improvement plans relating to the area of responsibility
  - pro-actively building and maintaining positive relationships with peers and stakeholders across the organisation.

## Key selection criteria

### Technical expertise

- Senior experience in public health at state or national level.
- Knowledge and understanding of current key public health issues, public health response, delivery and management of public health programs.

### Knowledge and skills

- **Leadership:** Leads a vision that generates enthusiasm. Builds team commitment by demonstrating personal conviction. Translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility. Motivates others to deliver against goals.
- **Strategic planning:** thinks at the big picture level, entertains wide-ranging possibilities in developing a vision for the future, works across a number of time frames, translates strategic direction into day-to-day activities.
- **Problem solving:** seeks all relevant information for problem-solving; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems; implements solutions, evaluates effectiveness and adjusts actions as required.
- **Communication Skills:** Communicates effectively, including in crisis situations, and explains public health risks in a way that is understood by diverse audiences. Deals well with difficult and sensitive topics and questions.
- **Influence and Negotiation:** Implements complex strategies to build buy-in and support from key internal and external clients or stakeholders. Uses a variety of different influencing approaches tailored to different clients. Effectively negotiates with clients/stakeholders to achieve desired outcomes.

### Personal qualities

- **Conceptual and Analytical Skills:** Deals with ambiguity and complexity comfortably. Uses analytical and conceptual skills to reason through problems. Has creative ideas and can project how these can link to innovations.
- **Decisiveness:** Makes rational and sound decisions based on a consideration of the facts and alternatives. Makes tough decisions, sometimes with incomplete information. Evaluates rational and emotional elements of situations. Makes quick decisions where required. Commits to a definite course of action.
- **Political Acumen:** Is politically aware and astute, and builds cross-government partnerships.
- **Teamwork:** cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

## Qualifications

- Current registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (required)
- Postgraduate qualification in Public Health and Fellowship of the Australasian Faculty of Public Health Medicine (desired)

## Important information

The Department of Health's policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria's emergency management arrangements. As part of a whole of government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department is committed to providing and maintain a working environment which is safe and without risk to the health of its employees.

## Pre-employment checks

All appointments to the Department of Health are subject to reference checks, pre-employment misconduct screening and national criminal records checks. Some positions may also be subject to a 'Working with Children Check'.

Applicants who have lived overseas for 12 months or longer in one country in the last 10 years are required to provide an international policy check. Applicants can obtain this from the relevant overseas police agency – further information can be sought from the Department of Home Affairs website 'character and policy certificate requirements' page. Alternatively, applicants can obtain a check through an organisation which provides international policy checks via an internet search.

## Values and behaviours

The Department of Health employees are required to demonstrate commitment to:

**The public sector values and behaviours** – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

**Recordkeeping** – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

## Further information

For further information visit [About the Department of Health](https://www.vic.gov.au/health/about-us) <https://www.vic.gov.au/health/about-us>

To receive this document in another format, [email People and Culture](mailto:careers@dhhs.vic.gov.au) <careers@dhhs.vic.gov.au>.

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

Available at [careers.vic.gov.au](https://careers.vic.gov.au) <https://careers.vic.gov.au/> and [Jobs and Skills Exchange](https://jse.vic.gov.au) <https://jse.vic.gov.au/>