

**Interim Australian
Centre of Disease Control (CDC)**
Executive Level 2
Director, One Health Unit
Public Health and Surveillance Branch

Reference: 24-OHPDIV-22877

Position number: 20046506

Classification level: Executive Level 2

Job Title: Director, One Health Unit

Group / Division / Branch / Section: Interim Australian Centre for Disease Control / Health Protection Policy and Surveillance Division / Public Health and Surveillance Branch / One Health Unit

Employment Type: Ongoing

Salary: \$133,555 - \$158,121 per annum at time of advertising noting that a new Enterprise Agreement takes effect 14 March 2024 which provides a 4% pay rise

Base Location: Woden ACT, Sydney NSW, Parramatta NSW, Melbourne VIC, Brisbane QLD, Perth WA, Darwin NT, Hobart TAS, Adelaide SA

Flexible work: Full-time (Flexible work arrangements will be considered, where operational requirements allow)

Security Clearance requirements: Baseline Vetting (Protected)

Contact Officer: Emma Denehy, Assistant Secretary - Public Health and Surveillance

Emma.denehy@health.gov.au (08) 82378126

Do you want to make a real contribution to shaping a healthier future for all Australians?

The interim Australian Centre for Disease Control (CDC) is looking for leaders to help build its One Health capabilities.

One Health will be a key focus area for the interim Australian CDC. We are looking for the right leader to build this team and function. Are you passionate about making a difference in the health sector, through strong collaboration across sectors? Are you excellent at bringing together different stakeholder perspectives and driving towards a common goal? Do you have sector experience in One Health issues? Are you interested in building a team from the ground up?

If that sounds intriguing to you, you might be the right leader we're looking for!

About the interim Australian Centre for Disease Control (CDC)

The interim Australian CDC aims to improve the health of all Australians by working to protect the country from health threats by:

- preparing and planning for potential public health emergencies, such as pandemics
- responding to a range of emergencies that have an impact on public or human health
- coordinating and collaborating with states and territories to take a national approach
- collating, monitoring and analysing disease surveillance data from international, state and local sources
- advising government and informing the public on health issues using an independent, evidence-based approach.

We are focusing on improvements in the following areas:

- preparing for public health emergencies with multi-jurisdictional training exercises
- improving the national public health surveillance system

- building capability in One Health and health security.

The interim Australian CDC is currently within the Department of Health and Aged Care, pending a Government decision on its final scope, functions and location.

For more information on what we do, visit our website: [What we do | Australian Centre for Disease Control \(cdc.gov.au\)](https://www.cdc.gov.au/what-we-do)

Our people and culture

The interim Australian CDC is a dynamic place to work, offering professional growth in a safe and inclusive workplace. We are proud to offer a flexible and competitive employment conditions for non-SES under the [Department of Health and Aged Care - Enterprise Agreement 2019-22](#).

A job with the interim Australian CDC offers:

- networking opportunities with world leading health professionals, and experienced leaders who support you to achieve your career ambitions
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- an attractive remuneration package including generous employer superannuation contributions and allowances
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely, where operational requirements allow
- exciting and fulfilling work, collaborating with industry experts to innovate and working with others to make a difference
- modern, activity-based offices and digitally enabled work environment to increase communication, collaboration and innovation.

About the One Health Unit

The establishment of the One Health Unit (OHU) is the first step to embedding a One Health approach across the interim Australian CDC, to address the fundamental linkages between human, animal and ecological health. One Health has become more important in recent years as the world's population has expanded, there is increased movement across the globe because of trade and travel, and we have seen changes to the environment due to climate change.

The OHU will provide national leadership of One Health activities across Australia, including coordination of efforts by key One Health players (including the Department of Agriculture, Fisheries and Forestry, the Department of Climate Change, Energy the Environment and Water, the Department of Foreign Affairs and Trade, states and territories, and relevant industries). The Unit will have expertise in human, animal and ecological health, be able to use existing surveillance platforms to support earlier identification of emerging health threats and conduct risk assessments on emerging threats.

In 2024, the OHU will initially focus on:

- establishing One Health networks and collaboration
- leading the strategic direction for national One Health with a particular focus on human health issues
- mapping current One Health capabilities across Government; and
- supporting One Health approaches being incorporated across the CDC.

The interim Australian CDC will grow Australia's knowledge and capability on One Health, and will work in partnership with other organisations to ensure we are better able to identify emerging threats and respond faster and more effectively.

Future focus of the OHU will be on:

- coordinating efforts nationally with key stakeholders by providing national leadership on One Health with a focus on human health
- horizon scanning for new and emerging human health threats at the animal/human/ecosystem interface, including the likely effects of climate change
- providing enhanced One Health-related surveillance, risk analysis and evidence-based decision making. This allows us to better prepare for and respond to emerging zoonotic health threats
- embedding One Health approaches in all functions of the interim Australian CDC.

The Opportunity

We are looking for an adaptive and transformational leader to establish and build a new team to deliver the leadership, governance and coordination in One Health, including preparing for and supporting future expansions of the interim Australian CDC's One Health capability.

You will have the opportunity to lead establishing and building Australia's One Health capabilities by:

- driving the initial workplan and recruiting a multi-disciplinary team of professionals to deliver this critical function and shape the future work of the unit
- establishing and maintaining clear, practical partnerships with other One Health-related agencies and within the interim Australian CDC
- mapping current One Health capabilities and existing activities including available data and surveillance to identify opportunities for actions
- continuing policy discussions between the key One Health partner agencies, regarding the scope of activity
- driving the strategic direction for One Health, with a particular focus on human health issues
- undertaking intergovernmental One Health collaboration and governance
- supporting establishment of One Health expertise within CDC governance structures and incorporate One Health principles across the CDC
- preparing for the expansion of the One Health Unit with the possible addition of new technical elements.

Some of our key partners include:

- Department of Agriculture, Fisheries and Forestry
- Department of Climate Change, Energy, the Environment and Water
- Department of Foreign Affairs and Trade
- State and territory based public health agencies
- Wildlife Health Australia
- State and territory based agriculture, environment, food safety and primary industries agencies
- First Nations organisations

Key Capabilities

To succeed in this role, you will demonstrate:

- Exceptional leadership skills, with a focus on driving a positive, safe, inclusive and highly effective team culture
- Strong motivation, problem-solving skills, flexibility and resilience
- A comprehensive understanding of the public health landscape in Australia and internationally
- Excellent interpersonal skills and a proven ability to develop productive working relationships and partnerships with key stakeholders
- Strong strategic, collaborative and negotiation skills, including the ability to communicate with influence, both verbally and in writing
- Ability to manage government budget processes, new policy proposals, cabinet submissions, reports, briefing papers and Ministerial documents
- Extensive planning and organisational skills, including ability to meet deadlines with competing priorities in a changing, high pressure environment
- Ability to provide One Health expertise to a public health event or emerging health threat from a human health perspective

RecruitAbility Minimum Requirements

Minimum requirements for this role include:

- Senior leadership experience preferably in public health or a related field
- Extensive knowledge, qualifications or experience in One Health-related areas

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment. All vacancies for the Department of Health and Aged Care are advertised under the RecruitAbility Scheme.

Job applicants with a disability who:

- opt into the scheme
- declare they have disability, and
- meet the minimum requirements of a vacancy advertised under the scheme are advanced to a further stage in the selection process.

More information on RecruitAbility can be found here: [RecruitAbility scheme: A guide for applicants](#)

Application Response (Single page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement, in line with the [APS Work Level Standards](#).

Applicants are required to provide a statement of claims framed around the key duties and key capabilities. **Your statement of claims should be no more than one page in total with a font no smaller than size 10. Applications that do not meet these requirements may not be considered.**

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. To be eligible for this position you should be an Australian Citizen at the closing date of applications, unless exceptional circumstances apply (see below FAQs for more details).

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

How to Apply

Submit an online application through the Department of Health and Aged Care recruitment page by 11:30pm AEST Sunday, 03 March 2024.

As part of your application you will need to provide:

- A resume of no more than 4 pages, including the contact details of at least 2 nominated referees
- A 'one page pitch' - this is your chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at the CDC, why you are interested in the role, how you can add value, and how your skills, knowledge, experience and qualifications apply.

Who to Contact

For more information about the role and/or to discuss any reasonable adjustments you may require as part of the recruitment process, the contact officer is **Emma Denehy**, Assistant Secretary - Public Health and Surveillance Emma.denehy@health.gov.au (08) 82378126

If you experience any difficulties accessing or submitting your online application or reaching the contact officer, please contact HR Help on (02) 02 6289 9029 or recruitment@health.gov.au.

Indicative timeline for Recruitment*

Applications open	19 February 2024
Applications close	03 March 2024
Application shortlisting	7 March 2024
Interviews	14 March 2024
Reference check	26 March 2024

*The above timeline is indicative only, and subject to change without notice dependent on total number of applications received.

Work Environment Description

Responsibilities – As detailed in Section 28 of the Work Health and Safety Act 2011 while at work, a worker must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- Complete all WHS related induction and training
- Report all work related incidents and/or illnesses to the WHS Section

Description	Requirement	Additional Information
Administrative		
1. Computer Use	Yes	
2. Generic screen based	Yes	
3. Sitting at desk	Yes	
4. Standing for long periods	No	
Manual Handling		
5. Lifting 0-15kg	No	
6. Lifting 15 kg +	No	
7. Climbing	No	
8. Bending	No	
9. Squatting	No	
10. Reaching	No	
11. Push/pull	No	
12. Sequential Repetitive Movements in short period of time	No	
13. Manual dexterity/manipulation	No	
Work Environment		
14. Work with others towards shared goals in a team environment	Yes	
15. Works in isolation from other staff	No	The Department supports flexible working arrangements
16. Distance walking (ie: large building or inter-building transit	No	
17. Works outdoors	No	
18. Works in a call centre environment	No	
19. Works in a customer service environment	No	
Tasks Involving		
20. Exposure to chemicals	No	

Description	Requirement	Additional Information
21. Exposure to biological hazards	No	
22. Working at heights	No	
23. Requirement to wear personal protective equipment (PPE)	No	
24. Requirement for full colour vision	No	
25. Work with energetics and explosives	No	
26. Exposure to Petrol, Oil, Lubricant Products that may cause dermatological conditions	No	
27. Exposure to extreme temperatures	No	
28. Confined spaces	No	
29. Exposure to Non-ionising radiation	No	
30. Excessive Noise	No	
31. Low Lighting	No	
32. Dangerous Goods/ Equipment	No	
33. Exposure to airborne odours	No	
Travel		
34. Frequent travel - Vehicle	No	
36. Frequent travel - Seaborne	No	
Cyclic Workload		
37. Peaks & Troughs	Yes	
38. Frequent Overtime	No	
39. Rostered Shift Work	No	

FREQUENTLY ASKED QUESTIONS

What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal details** – your name, contact email address and phone number.
- **Education / qualifications** – details of education and qualifications that relate to the job you are applying for.
- **Skills and work experience** – relevant work experience and the main responsibilities and achievements. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment.
- **Other relevant professional experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work and highlight what you gained from that experience and how it may apply at interim Australian CDC.
- **Referee details** – name and contact details for a current or previous supervisor. We will also accept character references.

Layout tips – The standard resume length is no more than 4 pages. Use an easy-to-read font and a simple, easy to read format.

What should I include in my one page pitch?

Your one page pitch is a chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at interim Australian CDC, why you are interested in the role, how you can add value, and how your skills, knowledge, experience and qualifications apply. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

I am not an Australian Citizen, can I apply for a vacancy with the interim Australian CDC?

It is normally a requirement for anyone who is employed by the Department of Health and Aged Care to be an Australian Citizen. Section 22(8) of the *Public Service Act 1999*, specifies that people must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

To be eligible to apply for a vacancy with the Department of Health and Aged Care you must normally be an Australian Citizen at the closing date of application. This is to reduce potential delays in finalising outcomes for vacancies and to reduce the risk of ineligible employees being considered for roles they are not able to be employed in.

There may however be some exceptional circumstances where non-Australian Citizen's may apply, such as an individual who will have their Australian Citizenship confirmed in the days or weeks preceding the closing date of application but before a formal employment offer is made. In these circumstances the

candidate should liaise with the Contact Officer of the vacancy to discuss their individual circumstances and confirm whether their application can be accepted.

How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you can perform the role, as described in the job advertisement and in line with the relevant classification level. If your application is shortlisted you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. This may include one or more of the following:

- phone, face to face and video interviews (formal and informal)
- work sample tests.

Your referees may also be contacted at any stage of the assessment process to validate your claims. We ask for a current supervisor wherever possible as your primary referee, and will also accept character references. We encourage you to advise them you have applied for a role at the interim Australian CDC to avoid surprises.

I require reasonable adjustments during the recruitment process or at work. What do I need to do?

As part of the online application form, within the Workplace Diversity section, you can provide details about what reasonable adjustments you may need. Please keep in touch with the Contact Officer throughout each phase for any additional or emerging needs for reasonable adjustment. Where possible, these adjustments will be met. Reasonable adjustments are not limited to people with disability, for example reasonable adjustments may be made for anybody experiencing or recovering from illness or injury and people affected by family and domestic violence.

If you are offered a role at the interim Australian CDC, we will work with you to make reasonable adjustments so that you can perform at your best at work.

How are selection decisions made?

In line with the APS Employment Principles in section 10A of the *Public Service Act 1999*, the APS makes decisions relating to engagement and promotion based on merit.

A decision to engage or promote a person is based on merit if:

- all eligible members of the community are given a reasonable opportunity to apply
- an assessment is made of the relative suitability of candidates, using a competitive selection process
- the assessment is based on the relationship between the candidates' work-related qualities and the qualities genuinely required to perform the relevant duties
- the assessment focuses on the relative capacity of candidates to achieve outcomes related to the relevant duties.

If you are selected as the successful candidate – you will be contacted with a job offer and to discuss things such as salary, security clearances and start date, flexible work and relocation (where relevant) as well as being asked to complete any relevant new starter paperwork.

If you are not offered a role – it doesn't mean that it was determined that you can't do the job, it just means that someone else demonstrated that they have stronger claims at this time. You can ask for feedback to help you improve your chances in the future.

What is a merit pool?

In some cases, when you are notified that you didn't get the job you may be placed in a Merit pool. This is great news as it means that you may be considered for similar roles in the Department or APS as they become available over the next 18 months from when the date the job was advertised.

What does flexible work look like at the interim Australian CDC?

Flexible work is a broad term used to describe a variety of different arrangements about how, when and where work is performed. The CDC supports mutually beneficial flexible work arrangements that suit operational requirements. Arrangements may be consistent and regular, such as part time work, working from home; or more ad hoc such as varying work attendance times or occasional home based work. Consideration is given to all flexible work requests, approval is not limited to an employee's classification level or caring responsibilities.

What are interim Australian CDC's salary and conditions?

During the establishment phase, all interim Australian CDC employees are subject to the Non-SES salary rates (APS 1-EL2) are set out in the [Department Health and Aged Care – Enterprise Agreement 2019 to 2022](#) noting that a new Enterprise Agreement takes effect 14 March 2024. For more information see ['What we offer'](#).