



Australian Government

**Department of Health
and Aged Care**

Applicant Kit

Job Reference Number 24-HSEMDIV-27059



Job Reference Number	24-HSEMDIV-27059
Classification	Executive Level 1
Job Title	Assistant Director
Division	Health Security Emergency Management Division
Branch	Disease Control Strategy Branch
Section	One Health Unit and Antimicrobial Resistance Policy and Surveillance Section
Location	ACT,NSW,NT,SA,TAS,VIC,WA,QLD
Status	Ongoing and Non-Ongoing
Employment type	Full-time
Salary Range	\$116,418 - \$132,777
Security Clearance	Baseline (Protected, Highly Protected, Restricted, Confidential)
Desirable Experience	Qualifications and/or experience in One Health or antimicrobial resistance
Contact Officer	Name: Christina Bareja Phone: 02 5132 0571 Email: christina.bareja@health.gov.au

Anticipated timeline for Recruitment*

Milestone	Date(s)
Applications open	23 October 2024
Applications close	5 November 2024
Application shortlisting	13 November 2024
Interviews	Week commencing 18 November 2024
Reference checks	27 November 2024
Selection report finalisation	6 December 2024
Offers and announcements	13 December 2024

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

Key Responsibilities

Responsibilities include:

We are looking for leaders to actively contribute to and support the establishment and progression of One Health and AMR initiatives within the interim Australian Centre for Disease Control (CDC), including preparing for and supporting future expansions of the interim Australian CDC's One Health capability.

The successful applicants will have the opportunity to support Australia's One Health capabilities by undertaking the following activities:

- Lead the development of high-quality documents appropriate for a range of audiences, including briefings, minutes, correspondence and reports of varying complexity.
- Drive the development and management of complex and high-profile policy agendas and provide high-level policy advice.
- Represent the interim Australian CDC in a variety of forums to engage stakeholders on the technical aspects of policy issues.
- Preparing new policy proposals.
- Guide procurement, project and contract management activities relating to the areas of work.
- Building and sustaining productive relationships with key internal and external stakeholders, including international agencies and Australian Government agencies.
- Oversee the provision of policy and secretariat support for key expert committees.
- Manage a small team and undertake team planning to ensure high priority and urgent tasks are managed efficiently and effectively.

Key Capabilities

Key capabilities include:

- High level strategic thinking, analytical, research and policy development skills including the ability to translate and integrate scientific information and evidence into policy.
- Strong ability to positively contribute to strategic planning and provide overarching financial management for longer-term initiatives.
- Demonstrated ability to oversee and analyse project outputs, aims and objectives and coordinate specialist project service providers and internal and external stakeholders.
- Comprehensive knowledge of the public health landscape internationally and in Australia, particularly Australian Government and State and Territory Government public health programs and priorities.
- Excellent interpersonal skills and a proven ability to develop productive working relationships and partnerships with key internal and external stakeholders.
- Strong strategic, collaborative and negotiation skills, including the ability to communicate with influence, both verbally and in writing.
- The ability to lead a team, with a focus on driving a positive, safe, inclusive and highly effective team culture.

- Ability to manage government budget processes, new policy proposals, cabinet submissions, reports, briefing papers and Ministerial documents
- Extensive planning and project management skills, including ability to meet deadlines with competing priorities in a changing, high pressure environment
- Ability to provide technical advice and expertise, including ability to develop briefing and policy papers within varied timeframes and to communicate complex issues simply and creatively.
- Ability to work effectively in a dynamic environment to prioritise multiple tasks, respond positively and flexibly to change, meet deadlines and perform under limited direction to ensure delivery against Section / Branch goals and objectives.

RecruitAbility Minimum Requirements

Minimum requirements for this role include:

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- Experience with stakeholder management and engagement.
- Experience with preparing, reviewing, and advising on key government documents such as policy reports, briefing papers, speeches, Ministerial correspondence, Cabinet submissions and discussion papers.
- Demonstrated strategic and program management skills including an ability to develop, interpret and apply government policies and processes.
- Broad knowledge, qualifications and/or prior experience in One Health or AMR-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](#)

Desirable Experience

Qualifications and/or experience in One Health or antimicrobial resistance, for example in One Health or AMR policy, governance, stakeholder engagement, collaboration and communication, surveillance, preparedness and response.

Additional Information

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your

manager to balance your personal and professional needs with the needs of your role and business area.`

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 must 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

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made

An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications.

Section Responsibilities

The health of humans, animals and ecosystems are intrinsically linked and interdependent, with emerging health human threats increasingly being of zoonotic or vector-borne origins. The One Health Unit (OHU) is the first step to embedding a One Health approach across the Interim Australian CDC, enhancing the fundamental linkages between human, animal, and ecological health. The OHU is working to improve Australia's communicable disease prevention, preparedness, and response capabilities through:

- embedding One Health approaches in all functions of the iCDC (such as surveillance, to ensure earlier detection of emerging diseases and antimicrobial resistance)
- coordination of efforts by key One Health partners - including Commonwealth and state and territory agencies as well as key external industry stakeholders
- horizon scanning for new and emerging human health threats at the animal, human, ecosystem interface, including the likely effects of climate change on emerging health threats.
- promoting One Health engagement and messaging, collaboration with key stakeholders, mapping of Australia's existing One Health capabilities and activities to identify opportunities for improved One Health networking, collaborations and interventions.

The Antimicrobial Resistance (AMR) Policy and Surveillance Section provides national direction and coordination on a One Health approach, to minimise the development and spread of antimicrobial resistance and ensure the continued availability of effective

antimicrobials, under Australia's National AMR Strategy: 2020 and Beyond (the AMR Strategy).

Responsibilities are implemented under the AMR Strategy and include but are not limited to:

- Management of the Antimicrobial Use and Resistance in Australia (AURA) surveillance program (AURA) for human health,
- Developing and advising on key national and international AMR policies,
- Progressing AMR epidemiology and outbreak response preparedness policy and activities,
- Implementing cross-sector initiatives including scoping for a One Health Surveillance System for AMR and antimicrobial use, and
- Providing Secretariat support for Australian Strategic and Technical Advisory Group on Antimicrobial Resistance (ASTAG) and related sub-committees.

The AMR Policy and Surveillance Section is also responsible for publishing the Communicable Diseases Intelligence Journal, a peer-reviewed scientific journal that aims to disseminate information on the epidemiology, surveillance, and prevention and control of communicable diseases of relevance to Australia.

Branch Responsibilities

The Disease Control Strategy Branch is placed within the Health Security and Emergency Management Division. The Division provides national leadership and coordination through effective health emergency response, meaningful health security advice, and informs preparedness against health threats.

The Branch's role is to tackle emerging health challenges including across antimicrobial resistance, vaccine preventable diseases, and health equity. It is also responsible for driving the interim Australian CDC's strategic approach to all hazards and One Health responses across governments and sectors.

The Branch does this by:

- developing cohesive and coordinated health protection strategies, policies and plans
- building surveillance, evidence and information-sharing partnerships, utilising national and domestic expertise across government and key sectors, and
- overseeing effective governance for the Australian Health Protection Committee.

Division Responsibilities

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)

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	Frequency
Administrative	
1. Telephone/ Video conferencing use	Frequently
2. General computer use	Frequently
3. Extensive keying/data entry	Occasionally
4. Designated workstation	Occasionally
Physical Demands	
5. Sitting for long periods	Occasionally
6. Standing for long periods	Never
7. Distance walking	Never
8. Working outdoors	Never
Psychosocial Demands	
9. Work within a team environment towards shared goals	Frequently
10. Working in a call centre environment	Never
11. Work in remote/ rural locations	Never

Description	Frequency
12. Working directly with the public	Occasionally
13. Exposure to potentially sensitive and/ or emotionally impactful written or verbal information	Occasionally
14. Potential to encounter agitated and/ or distressed members of the public	Occasionally
15. Flexible working arrangements	Frequently
16. Fixed or specific start/finish times	Occasionally
17. Required to work extensive hours over a significant period due to the nature or the duties	Occasionally
18. Peaks and troughs workload	Occasionally
19. Frequent overtime	Never
20. Rostered shift work	Never
21. Bending/squatting	Never
22. Push/pull	Never
23. Sequential repetitive movements in a short amount of time	Never
Environmental Demands	
24. Exposure to chemicals, oils, lubricants, and/or petrol	Never
25. Exposure to biological hazards	Never
26. Exposure to airborne odours	Never
27. Exposure to excessive noise	Never
28. Requirement to wear Personal Protective Equipment (PPE)	Occasionally
29. Requirement for full colour vision	Never
30. Low lighting	Never
31. Handling dangerous goods/equipment	Never
32. Working with asbestos	Never
33. Working with energetics and explosives	Never
34. Exposure to extreme temperatures	Never
34. Working at heights	Never
Travel	
35. Frequent travel – multiple worksites	Occasionally
35. Frequent travel - driving	Occasionally
36. Frequent travel - interstate	Occasionally