

Position Description

Position Title	Epidemiologist
Position Number	30028812
Division	Community and Public Health Services
Department	Public Health Unit
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 5 – Grade 6
Classification Code	HS5 – HS6
Reports to	Public Health Physician
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women’s health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria’s fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Community and Public Health Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our vision.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

The Loddon-Mallee Public Health Unit

The Loddon-Mallee Public Health Unit (LMPHU) works to keep our regional community healthy, safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon-Mallee region.

First established in 2020 to manage local cases and outbreaks of COVID-19, LMPHU now has a wider range of responsibility for the prevention and control of communicable and non-communicable diseases and health threats. LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health, for all those living in the Loddon-Mallee region.

The Position

The Epidemiologist plays a vital role in data collation, analysis, and presentation. While predominantly working on communicable diseases, there will be expectations to provide similar supports across environmental health, prevention and population health functions.

The Epidemiologist will use sound epidemiological principles to analyse the impact of prevention and control policies, develop and refine strategies to maximise the outputs of policies programs and provide high-level advice to the public health unit and key stakeholders. The position works closely across teams to develop and implement processes and procedures for region-wide surveillance and reporting.

Key duties of the epidemiologist will be to:

- Support the LMPHU in evidence based decision making by producing epidemiological analysis, profiling and modelling of factors that influence public health in the Loddon Mallee region.
- Provide epidemiological support and advice to the LMPHU by investigating links between cases, and transmission dynamics in clusters.
- Analyse and share knowledge of the epidemiology of communicable diseases and other disease threats relevant to the LMPHU.
- Maintain situational awareness of evolving communicable disease and public and population health issues in Victoria, Australia and overseas.
- Oversee data extraction and produce reports and visualisations to support the activities of the LMPHU.

- Application of epidemiological processes to produce outcomes or research designed to address public health issues.

Responsibilities and Accountabilities

Key Responsibilities

Epidemiology and surveillance

- Develop enhanced datasets and tools to understand communicable disease and public health epidemiology in the context of the population served by the LMPHU.
- Analyse and report on the current and projected profile of the LMPHU region to support evidence based public health decision making, policy and practice.
- Undertake development, analysis, and reporting of population health indicators using epidemiological and other health-related data collections.
- Collaborate with colleagues across the LMPHU region to share intelligence and gather epidemiological information relevant to public and population health.
- Review and correct data anomalies and errors to ensure accurate recording (including linkages), analysis, and reporting of contact tracing, exposure site, epidemiological and performance data.
- Assist team members to develop reports, review and clean data pertaining to communicable diseases in the surveillance database to ensure it accurately reflects information known about cases, contacts and outbreaks including case classification and epidemiological links.
- Under supervision of the Medical Director, Public Health Physician and/or Clinical Lead undertake epidemiological analysis of outbreaks including preparing appropriate reports and visualisations.
- In conjunction with the Medical Director, Clinical and Operational leads, document findings in routine outbreak reports and other relevant data platforms.

Research and evaluation

- Support the LMPHU Public Health Physician and Registrar in scoping opportunities for research and evaluation.
- Engage with the BH research team and academic partners and coordinate input by LMPHU into any research partnerships.
- Regularly review the global literature and evidence base to identify key insights that may be applicable to the work of the LMPHU.

General responsibilities

- Work with business managers in communicable diseases, clinical public health services, and population and preventive health to support business planning and project management.
- Assist in building specialist public health capacity and delivery in the Loddon Mallee.
- Support regular engagement with activities with key regional stakeholders.
- Support the prioritisation, planning and delivery of key initiatives as determined by emerging risks or business planning.
- Keep accurate and complete records of work activities in accordance with legislative requirements and the LMPHU's records, information security and privacy policies and requirements.
- Undertake other reasonable duties and projects as required to meet the objectives of the LMPHU.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the

employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Relevant postgraduate qualification (e.g. Masters of Public Health (epidemiology stream), Masters of Epidemiology) or equivalent postgraduate qualification.
2. Well-developed oral and written communication skills and proven ability to liaise effectively with users to elicit, document and meet their data requirements.
3. Knowledge of data governance, public and population health information, analytics, and monitoring systems.

4. Demonstrated high level analytic experience using complex data from a variety of different sources and relevant ICT packages (e.g. STATA, Excel, Tableau, PowerBI) for analysis and presentation of results to stakeholders from a variety of backgrounds.
5. Demonstrated research and evaluation skills.

Desirable

6. Experience working as an epidemiologist or public health officer in a public health department or emergency response setting.
7. Previous experience submitting data to DH or other governing body.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Drivers Licence

A current Victorian driver's licence (or equivalent) is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.