

# Position Description

## Position Title: Public Health Registrar

<b>Classification:</b>	Public Health Registrar
<b>Business unit/department:</b>	North Eastern Public Health Unit (NEPHU)
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 Choose an item. Choose an item.
<b>Employment type:</b>	Fixed Term Full-Time or Part-Time
<b>Hours per week:</b>	Full Time (43 hours) or Part Time
<b>Reports to:</b>	Public Health Physician
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	2 <sup>nd</sup> February 2026 – 1 <sup>st</sup> February 2027

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Public Health Registrar at the North Eastern Public Health Unit (NEPHU) is a highly valued member of the Medical and Epidemiology branch and is a key part of the team undertaking end-to-end management of cases, contacts and outbreaks of notifiable conditions in the NEPHU catchment. Under the supervision of public health physicians and medical specialists, the public health registrar conducts risk assessments, provides public health advice in line with Victorian Department of Health protocols and participates in incident management teams to rapidly control the spread of disease.

The registrar serves as a key point of escalation for operational teams regarding communicable disease queries and is required to participate in an after-hours on-call roster for communicable disease notifications and public health management advice. Alongside daily communicable disease response work, the public health registrar will have opportunities to undertake a wide range of public health practice, including participation in epidemiological investigations, emergency preparedness, policy and protocol reviews, teaching and capacity building, community engagement, health promotion and disease prevention activity, research, presentations, and continuous quality

improvement. Placements and projects will be determined based on the operational needs of NEPHU alongside available opportunities and influenced by the registrar's learning interests and training requirements.

## About the North Eastern Public Health Unit (NEPHU)

The NEPHU is one of nine public health units in Victoria: three in metropolitan Melbourne and six covering regional Victoria. Together these units form a coordinated network, working in partnership with the Department of Health to deliver a comprehensive public health program for Victoria.

The NEPHU is hosted and supported by Austin Health with responsibility spanning approximately 1.81m people living in the northeast of metropolitan Melbourne. We work collaboratively to improve the health and wellbeing of the NEPHU population through health promotion, prevention and protection activity. We do this through evidence informed population and place-based responses to current and emerging health needs and emergencies. In this way we contribute to a vision of active connected and safe communities for all - with healthy places, healthy people and a healthier tomorrow.

The NEPHU is proud of its diverse multidisciplinary team who provide a service across extended hours seven days per week. Participation in a 7-day roster during periods of public health emergency may be required of all staff.

## Position responsibilities

### Role Specific:

- Work with Health Protection team, including senior medical staff, to undertake surveillance and public health management of cases, contacts and outbreaks of notifiable conditions in the NEPHU area
- Develop a collaborative and trusted relationship with the NEPHU team
- Liaise with hospital clinicians, general practitioners, Department of Health teams and other external providers across the area to prevent and control communicable diseases
- Develop and support projects in communicable disease control that are congruent with the strategic and business plans
- Undertake audit and quality assurance activity to identify risk and inform improvement opportunities
- Contribute to the development and continuous improvement of processes and procedures
- Participate in training and education activities for own education and to assist with the development of the broader NEPHU team under the guidance of the Public Health Physician, Senior Public Health Physician, and Director
- Participate in, or lead, health promotion and disease prevention activities with NEPHU and broader stakeholders
- Participate in after hours on call and surge roster
- Attendance at and active input to meetings, working groups, steering committees and improvement programs as required
- Participating in public health registrar training activities and completing requirements in line with the Australian Faculty of Public Health Medicine
- Other duties as required

### All Employees:

- Comply with Austin Health policies & procedures as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments



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- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principles of patient centred care
- Comply with Austin Health mandatory training and continuing professional development requirements

## Selection criteria

### Essential skills and experience:

- Must be able to practice evidence-based medicine and act autonomously commensurate with confidence and experience
- A commitment to Austin Health values
- Possess the ability to manage competing demands with a structured approach to problem resolution
- Strong interpersonal and communication skills, with a consultative approach and a proven ability to build productive working relationships with a range of stakeholders and work as part of a team.
- Demonstrated analytical, critical thinking and creative problem-solving skills
- Good organisational, time management, written and verbal skills
- Ability to use discretion, maintain confidentiality, and practice ethical conduct.

### Desirable but not essential:

- Communicable disease or outbreak management experience

## Professional qualifications and registration requirements

- Must meet eligibility requirements to enter RACP Advanced Training in Public Health Medicine at time of commencement or:
- be an existing Advanced Trainee in Public Health Medicine (RACP) or:
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current working with children's check

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.



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## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	



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