

Position Description

Epidemiology Support Officer or Epidemiologist

Classification:	AHP1 Grade 1 or Grade 2 depending on skills and experience
Business unit/department:	North Eastern Public Health Unit (NEPHU)
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 Choose an item. Choose an item.
Employment type:	Fixed Term Full-Time or Part-Time
Hours per week:	38 hours per week (or 40 with ADO)
Reports to:	Senior Epidemiologist
Direct reports:	0
Financial management:	Budget: 0
Date:	March 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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

At Grade 1 – Epidemiology Support Officer:

Under supervision of the Senior Epidemiologist and Epidemiologists, the Epidemiology Support Officer will provide support for surveillance, reporting and outbreak investigation activities relating to communicable diseases and notifiable conditions, as well as support for epidemiological analysis of population health data. This role will actively participate in data analysis, data collection, data review, data management and data quality activities. This role will involve the development of routine reports and supporting various projects as required.

At Grade 2 – Epidemiologist:

Working independently, the Epidemiologist plays a vital role in data collation, analysis and presentation to support evidence-based decision making on public health matters in the NEPHU region. The Epidemiologist reports to the Senior Epidemiologist and works in a team responsible for the

development, and implementation of the NEPHU epidemiology and intelligence functions, which apply across all aspects of the NEPHU's functions.

About the Directorate/Division/Department

The North Eastern Public Health Unit (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

At Grade 1, the Epidemiology Support Officer will:

- Assist with data management – maintain, review and clean data to ensure it accurately reflects information known about cases, contacts and outbreaks including case classification and epidemiological links.
- Contribute to the effective collection and management of case-level and aggregate data collections. This includes application of data standards, timely and accurate collection and processing of data, and detailed data quality checks and edits.
- Identify and resolve data inaccuracies or anomalies when identified and/or there has been a deviation from established process.
- Provide surveillance support for communicable diseases including provision of routine reports, data entry, triaging and case allocations, and administrative support.
- Provide support for outbreak investigation activities including participation as part of an incident management team.
- Use a wide range of software and applications for the management, analysis, visualisation and reporting of data, including use of databases, word processing, data analytics, and spreadsheets for both communicable disease and population health analyses.
- Keep accurate and complete records of work activities in accordance with legislative requirements, information security and privacy policies and requirements, in all aspects of access, use, storage and sharing of data.
- Ensure timely escalation of issues as appropriate for advice and resolution.
- Participate in training, regular communicable disease meetings, identify and raise opportunities for improvement and participate in design, implementation and monitoring of improvement activities to ensure and enhance response program outcomes.
- Undertake projects or other duties as directed.



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At Grade 2, the Epidemiologist will be able to undertake the activities above, and in addition:

- Support the NEPHU in evidence-based decision making by producing epidemiological analysis, profiling and modelling of factors that influence public health in the NEPHU region
- Provide epidemiological support and advice to the NEPHU by investigating links between cases, acquisition and transmission dynamics in clusters of communicable disease
- Support epidemiological analysis of outbreaks including preparing appropriate reports and visualisations
- Maintain situational awareness of the evolving epidemiological issues. Apply this to investigations and update NEPHU, other Public Health Units and relevant Department of Health teams of issues when appropriate
- Identify, collate, interpret, and prepare population-based and epidemiological data to inform local priority setting, population health planning, service improvement initiatives and program/service evaluation
- Use statistical software to undertake analysis of large data sets for routine or project based public health activities
- Design and develop or assist other team members to develop reports from key data sets to support the functions of NEPHU, including data quality systems. Review and correct data anomalies and errors to ensure accurate recording, analysis, and reporting of epidemiological data
- Assist with the development of policy and procedures for epidemiology processes and data systems
- Actively collaborate with members of the NEPHU team and participate in NEPHU meetings
- Actively collaborate with other LPHUs and relevant DH teams to share intelligence and gather epidemiological information relevant to public and population health in NEPHU.
- Participate in and support NEPHU research and evidence generation activities, where appropriate

Selection criteria

Essential skills and experience:

At Grade 1, Epidemiology Support Officer:

- Tertiary qualification in a public health, environmental health, epidemiology, other health or related field
- Sound technology literacy, including O365 suite and the ability to quickly learn and master online data reporting and record management tools
- Experience with data analysis, reporting and statistics software including PowerBI and R
- Demonstrated experience in collecting and reporting on notifiable communicable disease data
- Familiarity with Public Health reporting platforms and information systems
- Strong problem-solving skills, with attention to detail and the ability to use sound judgment in responding to issues and concerns
- Ability to self-manage, plan and prioritise workloads
- Excellent verbal and written communication skills including active listening.
- Ability to adapt to changing business needs and priorities
- Ability to work effectively in a fast paced and dynamic environment
- Demonstrate a high level of discretion, maintain confidentiality, and practice according to



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ethical standards

- Ability to work effectively as part of a multi-disciplinary team with different levels of staff, other stakeholders and community members, establishing and maintaining collaborative professional relationships
- Commitment to quality, best practice and environmental safety
- Ability to work a rotating roster, 7 days a week, morning and afternoon shifts for urgent events and disease notifications as required.
- An ability to identify and escalate issues as required.

At Grade 2: Epidemiologist:

- Relevant tertiary qualification in epidemiology or related field or equivalent applied experience
- Well-developed oral and written communication skills and proven ability to liaise effectively with users to elicit, document and meet their data requirements
- Knowledge of public and population health information, analytics, and monitoring systems
- Experience in using or developing data quality processes
- Experience synthesising complex data from a variety of different sources, analysing it and presenting the results to stakeholders from a variety of backgrounds
- Demonstrated high level analytical and evaluation skills including experience using R and PowerBI, to undertake complex statistical analysis using multiple data sources
- Demonstrated conceptual, analytical, critical thinking and creative problem-solving skills
- Attention to detail
- Flexible worker who is adaptable to changing priorities at short notice and able to work effectively in a fast paced and dynamic environment
- Ability to use discretion, maintain confidentiality, and practice ethical conduct.
- Ability to work effectively with all levels of staff, establishing and maintaining collaborative professional relationships.
- Strong time management-organisation, prioritisation and multi-tasking skillset.
- Ability to work autonomously and as part of a multidisciplinary team.
- Ability to work a rotating roster, 7 days a week, morning and afternoon shifts and including capacity to participate in an on call roster for urgent events and disease notifications as required

Desirable but not essential:

At Grade 1, Epidemiology Support Officer:

- Post graduate qualifications in public health or related field

At Grade 2: Epidemiologist:

- Applied epidemiology or field epidemiology qualification and/or experience in outbreak management as an epidemiologist highly regarded.
- Qualification in public health.
- Demonstrated research skills.
- Knowledge of health issues in relation to the NEPHU catchment.



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Professional qualifications and registration requirements

- Tertiary qualification in a public health, environmental health, epidemiology, other health or related field.

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.

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



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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.



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