

Position Description

Public Health Registrar

Classification:	Public health Registrar
Business unit/department:	North Eastern Public Health Unit (NEPHU)
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
	Choose an item.
	Choose an item.
Employment type:	Fixed Term Full-Time or Part-Time
Hours per week:	As per contract
Reports to:	Public Health Physician (TBC)
Direct reports:	0
Financial management:	Budget: 0
Date:	July 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

As a member of the North Eastern Public Health Unit (NEPHU), the Public Health Registrar will be a key part of the team undertaking end-to-end management of cases, contacts and outbreaks of notifiable conditions in the NEPHU catchment. The Public Health Registrar will also participate in epidemiological investigations, community engagement opportunities and projects related to notifiable communicable diseases.

There will be opportunities to undertake a wider range of public health practice, including health promotion and disease prevention activity, emergency management, research, and projects. Placements and projects will be determined based on the registrar's learning needs and current opportunities and requirements within the NEPHU.

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

- 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 and support projects in communicable disease control and immunisation that are congruent with the strategic and business plans
- Liaise with hospital clinicians, general practitioners, Department of Health teams and other external providers across the area to prevent and control communicable diseases
- Participate in, or lead, health promotion and disease prevention activities with NEPHU and broader stakeholders
- Develop a collaborative and trusted relationship with the NEPHU team
- Undertake audit and quality assurance activity to identify risk and inform improvement opportunities
- Contribute to 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 Public Health Physicians and Director
- Attendance and active input to meetings, working groups, steering committees and improvement programs as required
- Participate in after hours on call and surge roster as required
- Other duties as required



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Selection criteria

Essential Knowledge and skills:

- Needs to understand the public health landscape, including the management of communicable diseases and relevant legalisation
- 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 Advanced Training in Public Health Medicine or be an existing Advanced Trainee in Public Health Medicine (or be within 6 months of attainment), including completion of a Master of Public Health or equivalent
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
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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.



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- 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 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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