

Position Vacant Information Package

- ✓ Ensure the correct **Vacancy No** is included in the application (ie Vacancy Number CA08/112).
- ✓ **Do not** submit the application in any form of plastic cover. Staple in the top left hand corner only.
- ✓ Submit application by the **due date**. The closing date for applications is Friday 21 November 2008.
- ✓ A separate application **must be** submitted for each position applied for.
- ✓ Ensure application is correctly addressed to the **Recruitment Coordinator** and lodged by one of these methods:
 - e-mail to Staffline@doh.health.nsw.gov.au or
 - post to:
Recruitment Coordinator
NSW Health Department
Locked Mail Bag 961
North Sydney NSW 2059 or
 - on line at: www.jobs.nsw.gov.au

- Guide for Job Applicants
- About the NSW Public Health Officer Training Program
- About the traineeships
- Copy of Advertisement
- Position Description – including statement of duty and selection criteria
- Frequently asked questions
- Information about NSW Health

Guide for Job Applicants

Thank you for your inquiry regarding a recently advertised position with the NSW Department of Health.

Appointments to positions with the NSW Department of Health are made on the basis of merit. This means that the applicant considered to be the most capable of performing the duties of the position is selected. Choosing the best person for the position is part of the Department's Equal Employment Opportunity Policy.

If you are requested to attend an interview and you have any special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should tell the person who contacts you about the interview.

Writing the application

On receiving this Information Package, you should carefully review the information provided and contact the person named in the advertisement to discuss any further questions you have. This can help you decide if you are interested in the job.

It is important that your application is directed to the particular position you are applying for and that it shows how you meet the selection criteria for the position. Your application should also include a resume and any other relevant information.

A Fair, Safe Workplace

The NSW Government is committed to cultural diversity, equal employment opportunity (EEO), ethical practice and occupational health and safety (OH&S). All potential NSW government applicants should have knowledge and understanding of these principles and are encouraged to visit the web page displayed below for detailed information on these policies.

http://www.eeo.nsw.gov.au/employment/getting_job/diverse_fair_safe_workplace.htm

Interview and assessment

Interviews and selection are conducted by a panel of at least two people. The panel usually includes the manager of the job and an independent (a person not employed within the area of the advertised position). Panels will always consist of at least one male and one female member.

The panel assesses your application against the "selection criteria" of the position. The most competitive applicants are called for an interview where the panel conducts a more detailed assessment.

If called for an interview,

- External candidates are required to submit original identification documents totalling 100 points ID adapted from requirements of the *Financial Transaction Records Act 1988*.
- You will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application
- You will be able to ask questions about the position and provide the panel with more information to help your application.

Other methods may be used to decide if you are suitable for the position. For example, the panel may wish to call your referees, look at samples of your work or set a practical exercise for you to complete.

The panel discusses which applicant best meets the selection criteria and writes a detailed report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, readvertise the position).

Feedback

You will be advised in writing of the result of your application after the selection process is completed, normally within 10 days of interviews being conducted. If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview. If your application is successful a Department representative will contact you and offer you the position.

About the NSW Public Health Officer Training Program

The NSW Public Health Officer Training Program is a 3-year service based multidisciplinary training program offering supervised experience for people who have completed postgraduate studies in public health and who are committed to a career in public health. The Program is open only to Australian citizens or permanent residents who are able to reside within New South Wales (NSW) for the duration of training.

Program mission and strategic goals

Mission

Improve the health of the people of NSW by contributing to the current and emerging needs of public health practice within NSW and Australia through providing leading public health service based higher education grounded in scholarship, collaborative relationships and evidence-based practice.

Strategic goals

1. Develop career paths within the NSW health system for high achieving postgraduates in disciplinary areas relevant to public health practice.
2. Contribute to an appropriately skilled and sustainable public health workforce in NSW by developing public health professionals able to fill senior public health positions.
3. Provide the capacity to respond to workforce development needs of specialist areas within public health, the public health aspects of other specialist areas and emerging public health needs.
4. Provide NSW Health with an immediate surge capacity of skilled practitioners able to respond to a variety of public health risks particularly in the event of emergencies and/or outbreaks of infectious diseases.

Program structure

The Program comprises core modules of learning in the following eleven areas of public health practice:

1. Professional Practice
2. Management
3. Epidemiology and Biostatistics
4. Information Management
5. Communication
6. Health Policy
7. Health Promotion
8. Health Evaluation
9. Communicable Diseases
10. Risk Assessment/Management
11. Health Economics

With the exception of Health Economics, all modules are delivered over a 3-year period through a combination of supervised, project-based learning in work placements, supported by attendance at formal education sessions. Each module is aligned with one of eleven core competency areas, which are described in the Program's competency framework.

Supervised work placements

The majority of learning is undertaken through workplace projects in supervised work placements. Placements are full-time and 6 to 12 months in duration, enabling between three and six placements to occur over 3 years. The variety of placements provides the Trainee with a range of supervised public health experiences. For example, all Trainees, under supervision, will: manage the investigation of an acute communicable disease outbreak; analyse at least one large data set; design a survey; translate the results of a study into appropriate policy; negotiate/work with people from different sectors and present information to a wide range of audiences using a variety of media.

Placements are located within NSW Department of Health, the area health services of NSW and a small number of affiliated public health organisations and NSW Health funded research centres. Trainees are encouraged to undertake at least one placement within the NSW Department of Health and one within a metropolitan area health service. Further, all Trainees are required to spend at least 6 months of their training in a rural area. This ensures that Trainees experience all levels of public health delivery in the NSW health system and are exposed to a wide range of settings and types of work.

During the first year of the Program (12 months) Trainees are placed into compulsory placements. There are a range of compulsory placements available, focussing on different competency areas within public health practice. These placements are located both within the NSW Department of Health and in associated health organisations.

Outbreak investigations and emergency placements

Occasionally, Trainees are temporarily removed from their placements to participate in acute emergency placements – usually communicable disease outbreak investigations. Emergency placements provide an excellent opportunity for Trainees to gain disease outbreak experience and contribute to the achievement of a range of competency areas, in particular risk assessment and communicable diseases. Trainees are allocated to emergency placements based on individual training needs, skills required by the placement and the ability of Trainees to leave their current placement. Emergency placements usually last between 3 and 6 weeks but can, on occasion, be longer.

Rural placements

The rural placement allows Trainees to experience how rural public health professionals work within the various constraints imposed by these environments to address issues particular to rural and remote populations. It is the responsibility of the Trainee to identify suitable accommodation in the rural area, however, financial assistance is provided to meet many of the costs associated with completing a rural placement.

Formal education sessions

To support the training provided in work placements, Trainees attend formal education sessions. Sessions are delivered through a variety of formats, including:

- regular day-long seminars/training days which are usually themed and address multiple competency areas;
- workshops of 2-5 days duration which usually focus on a single competency area;
- problem based learning exercises, which vary in length and are usually themed;
- Special Interest Group meetings; and
- additional workshops, conferences and seminars to meet the specific needs of individual Trainees.

Public Health Training and Development Branch

The NSW Public Health Officer Training Program is coordinated by the Public Health Training and Development Branch in the Centre for Epidemiology and Research within the Population Health Division of NSW Department of Health. In addition to the NSW Public Health Officer Training Program, the Branch is responsible for producing and distributing the *NSW Public Health Bulletin* and coordinating a series of seminars called Bug Breakfast.

The Head of the Program is also the Manager of the Public Health Training and Development Branch. In addition to the Program Head, the Branch is supported by a full-time Training Coordinator, a full-time administrative person (Office Coordinator) and a staff member who principally works on the *NSW Public Health Bulletin*.

For further information about the NSW Public Health Officer Training Program, including the Program's competency framework, see:

<http://www.health.nsw.gov.au/public-health/pht/index.html>

Australasian Faculty of Public Health Medicine

The NSW Public Health Officer Training Program is recognised for the training of medical graduates towards Fellowship of the Australasian Faculty of Public Health Medicine of the Royal Australasian College of Physicians and many medical Trainees choose to undertake the two training programs concurrently.

Applicants wishing to apply for admission to the Faculty's Training in Public Health Medicine should contact the Faculty directly for further information:

Australasian Faculty of Public Health Medicine
Level 6, 52 Phillip Street, SYDNEY NSW 2000

Phone +61 2 9247 6223
Fax +61 2 9252 3526
Email afphm@racp.edu.au

Or consult the Faculty's website: <http://afphm.racp.edu.au>

About the traineeships

Traineeships are awarded through a competitive merit selection process. Successful applicants are offered full-time employment as a 'Trainee Public Health Officer' for a 3 year period.

Employment status

Trainee Public Health Officers are appointed as temporary employees of the NSW Department of Health under Section 27 of the *Public Sector Employment and Management Act 2002* for a period up to 3 years.

Conditions of employment

Basic conditions of employment for public servants are set out under the *Crown Employees (Public Sector Conditions of Employment) Award 2002*. The award outlines conditions relating to hours of duty, allowances, leave, trade union activities, shiftwork and overtime. Provisions of the award apply to all employees of the NSW Department of Health, including temporary employees such as Trainee Public Health Officers.

Salary

Trainees from non-medical backgrounds are usually paid at the level of Clerk, Grade 7/8 in the range \$72,247 to \$79,972 per annum.

Trainees who are registered medical practitioners in NSW are usually paid at the level of Clerk, Grade 9/10 in the range \$82,356 to \$90,754 per annum.

Trainee Public Health Officers usually commence on the lowest salary rate of the grading and receive a salary increase upon the satisfactory completion of each year of employment. No review of salary can be undertaken once a Trainee has commenced on duty.

Contract of employment

Prior to commencement of duty, all Trainees are required to sign a 'letter of offer'. Signing the letter indicates acceptance of the position and the associated conditions of employment. As such, the letter of offer serves as a contract of employment.

Termination of employment

The employment of a temporary employee automatically ceases at the end of the agreed period of employment, specified in the letter of offer. For Trainee Public Health Officers this is 3 years from the date of entry on duty. However, either party can terminate employment prior to this date, subject to a reasonable period of notice.

Copy of Advertisement

Trainee Public Health Officer

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|---|--|
| Agency Name | HEALTH, Department of |
| Job Title | Trainee Public Health Officer |
| Job Classification | Clerk Grade 7/10 |
| Location | Various Areas |
| City/Town/Suburb | Various Areas |
| Employment Status | Temporary Full-Time |
| Vacancy Ref | Vacancy Number CA08/112 |
| Salary Package | \$100,147.00 |
| Salary Start | \$72,247.00 |
| Salary End | \$90,754.00 |
| Salary Notes | Total remuneration package includes employer's contribution to superannuation and leave loading. |
| Job Section | Public Service |
| Job Categories | Health |
| Job Description | Trainees gain public health experience in supervised full-time work placements in a range of NSW locations, including mandatory 6 month rural placement. Australian citizens/permanent residents only. Details at www.health.nsw.gov.au/public-health/pht/ |
| Job Notes | |
| Inquiries Name/Alternate Inquiries Name | Paula Caffrey |
| Inquiries Phone/Alternate Inquiries Mobile | (02) 9391 9204 |
| Inquiries Email | phorecruit@doh.health.nsw.gov.au |
| Information Packages | Roger Kung (02) 9391 9942 |
| Applications Marked 'Confidential' To | Recruitment Coordinator, Corporate Personnel Services, NSW Department of Health, Locked Mail Bag 961, North Sydney, 2059, or apply on-line at www.jobs.nsw.gov.au or email to staffline@doh.health.nsw.gov.au |
| Web Live Date | 5/11/2008 |
| Closing Date | 21/11/2008 |

Selection Criteria

- ▶ Recognised Master of Public Health (or equivalent postgraduate degree in public health)
- ▶ Minimum of three years of health related employment
- ▶ Demonstrated understanding of the Australian health care system
- ▶ Excellent oral and written communication skills
- ▶ Vocational commitment to public health
- ▶ Good Interpersonal skills
- ▶ Willingness to work as part of a multi-disciplinary team

Position Description

Statement of Duty

| | | | |
|--|--|------------------------------------|------|
| Title under Award or Agreement: | <i>Clerk</i> | Code No: | |
| Departmental Title: | Trainee Public Health Officer | Grade or Class of Position: | 7/10 |
| Department: | NSW Department of Health | | |
| Division: | Population Health Division | | |
| Branch: | Public Health Training and Development Branch, Centre for Epidemiology and Research | | |
| Responsible to: | Director, Centre for Epidemiology and Research | | |
| Responsible for: | During their appointment, Trainee Public Health Officers gain experience in public health practice through a series of supervised work-based placements within the NSW Public Health Network, including the Department's Population Health Division and Area Divisions of Population Health. | | |

Duties:

1. Developing, designing, conducting, analysing and reporting on public health investigations, including investigations of acute outbreaks or apparent clusters of disease.
2. Assisting in the development of, and analysing and reporting on, data from public health surveillance programs.
3. Communicating information obtained from such investigations and surveillance through the production of reports and scientific papers and presentations in appropriate forums.
4. Developing public health strategies in accordance with the priorities of the NSW Public Health Network.
5. Responding to requests for information on public health matters.
6. Participating in training sessions to enhance skills and knowledge relevant to public health practice, including; applied epidemiology, biostatistics, health economics, health promotion and policy.
7. Participating in the delivery of training sessions within the Public Health Network.
8. Any other reasonable duties as directed by the Program Coordinator or placement supervisor.

Selection Criteria:

1. *Successful completion of a recognised Master of Public Health or an equivalent postgraduate degree in public health*
These studies have provided the applicant with a context for current public health practice and a sound introduction to the theory, methodology and values of public health.
2. *A minimum of three years of health related employment*
This has provided the applicant with an understanding of disease and a context for meeting the healthcare needs of patients and their families.
3. *A demonstrated understanding of the Australian health care system*
Applicants must demonstrate their awareness of the complexities involved in providing an equitable health service and in developing robust public health solutions within the Australian context. This is generally gained through working within the Australian healthcare system.
4. *Excellent oral and written communication skills*
Applicants must demonstrate their capacity to communicate clearly and effectively across a broad range of situations and contexts. This is usually demonstrated by evidence of publications and presentations and through performance at interview.
5. *Vocational commitment to public health*
Applicants must demonstrate a vocational commitment to the field of public health, for example by providing evidence of ways they have actively applied their public health learning.
6. *Good interpersonal skills*
Trainees are required to work with a broad range of people across NSW Health and across other sectors, and undertake at times sensitive and complex social interactions.
7. *Willingness to work as part of a multi-disciplinary team*
Trainees are required to move to new work placements regularly, sometimes at very short notice, and they must be able to quickly assimilate and work effectively with different workplace teams.

Applicants must also agree to meet the following additional requirements of the Program:

- Resident of NSW for duration of the Program.
- Availability to relocate in a rural location for a period of 6 months during the 3 year Program.
- Availability to be deployed at short notice to any part of NSW to investigate acute public health problems.

Frequently asked questions

- 1 **How many traineeships are available?**
Usually 4-6 traineeships are advertised each year, subject to funding.
- 2 **Can I undertake the training part-time?**
No. The training is available on a full-time basis only.
- 3 **Do I have to do a rural placement and, if so, where will I be located?**
All trainees are required to undertake a 6-month placement in a rural area. While rural placements vary each year, placements may be available in the following rural areas of NSW: Albury, Bathurst, Broken Hill, Goulburn, Lismore, Port Macquarie, Queanbeyan, Shoalhaven, Tamworth and Wallsend.
- 4 **Is employment guaranteed at the end of the training?**
No. The Program provides assistance with finding employment upon completion of training, but ultimately it is the trainee's responsibility to find a job.
- 5 **I meet most of the Program's entry requirements, should I apply?**
No. Applicants must meet all of the stated entry requirements.
- 6 **What is considered equivalent to a Master of Public Health degree?**
Only postgraduate qualifications at a Masters level or higher, with a significant public health component will be considered. Applicants will be required to provide evidence of study in the areas of epidemiology and biostatistics and qualitative and quantitative research methodologies.
- 7 **I have almost finished my Masters Program, should I apply?**
You should only apply if your university is able to confirm your eligibility for the award of your Masters degree before the closing date for the positions.
- 8 **What is health related work experience?**
This includes a broad range of experience, for example: clinical experience, health research, development of health policy, health administration, planning and development of health services; health promotion; occupational health and safety.
- 9 **All of my work experience has been overseas, does this matter?**
While there is no requirement to have health related work experience in Australia, you are required to demonstrate an understanding of the Australian healthcare system.
- 10 **I'm not a permanent resident of Australia, but I have a temporary work visa, can I still apply?**
No. All NSW government employees are required to be permanent residents or citizens of Australia.
- 11 **When will the traineeships commence?**
There is usually one round of recruitment per calendar year. Successful candidates usually commence work approximately two months after recruitment is completed. A later start may be negotiated following the offer of a traineeship.
- 12 **I have 3 years of part-time work experience, should I apply?**
No. You must have at least 3 years of full-time equivalent (FTE) health related work experience. That means if you have been working half time (less than 3 days per week), you would need at least 6 years of experience.
- 13 **I have almost 3 years of work experience, should I apply?**
No. You must have at least 3 years of full-time equivalent (FTE) health related work experience.

About NSW Health

The **NSW health system** comprises the following:

- NSW Minister for Health
- Ministers Assisting the NSW Minister for Health
- NSW Department of Health
- Public health organisations.

NSW Minister for Health...

... is the Hon. Della Bosca MLC. The Minister is responsible for the administration of health legislation within NSW.

Minister Assisting the Minister for Health (Cancer)...

... acting in this position is Jodi Lynch MP. The Minister is responsible for the Cancer Institute (NSW), which oversees the state's cancer control effort.

Minister Assisting the Minister for Health (Mental Health)...

... is Ms Barbara Perry MP.

NSW Department of Health...

... is responsible for ensuring that the people of NSW are provided with the best possible health care. The Department aims to keep people healthy, prevent, detect and treat illness and deliver high quality, affordable and well-managed health services.

The Department monitors the performance of the NSW public health system and supports the statutory role of the NSW Minister for Health. See the organisation structure.

Public health organisations include...

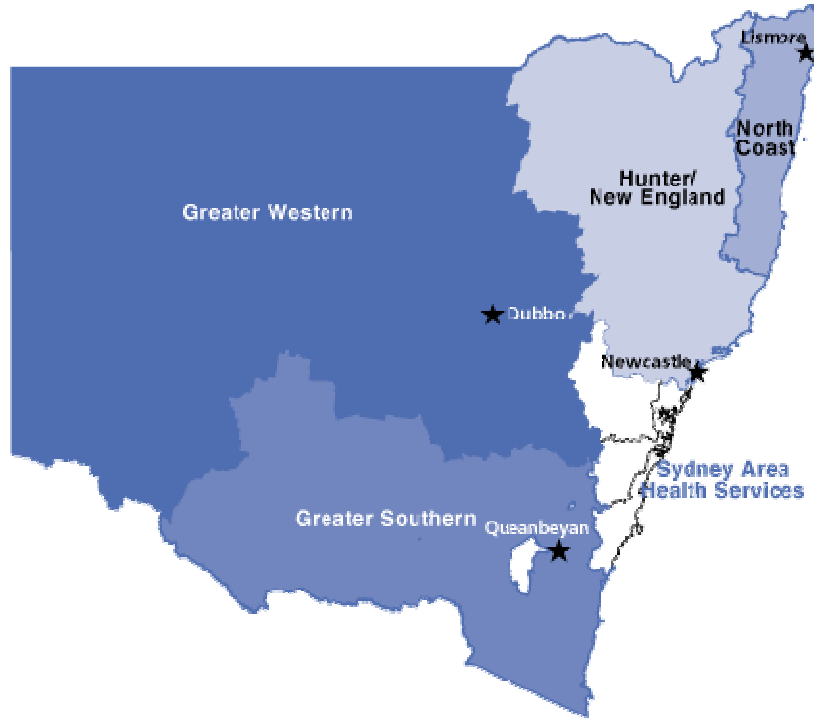
- 8 Area Health Services
- the Ambulance Service of NSW
- the Children's Hospital at Westmead
- Justice Health
- the Clinical Excellence Commission

These organisations plan, deliver and coordinate local health services. They are responsible for providing services such as public and community health, public hospitals, psychiatric hospitals, emergency transport, acute care, rehabilitation, counselling, and many community support programs.

Additional Information

For more extensive information about the NSW Department of Health, or to view the Annual Report, visit the website: www.health.nsw.gov.au

Area Health Services of New South Wales



| Rural Area Health Services | Metropolitan Area Health Services |
|--|---|
| Greater Southern Greater Western Hunter New England North Coast | Northern Sydney/Central Coast South Eastern Sydney/Illawarra Sydney South West Sydney West |

NSW Department of Health organisational structure

