

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health

Business Unit: Immunisation

Position Title: Immunisation Administration Officer

Position Number: P49533

Classification: Administrative Service Officer Class 5 (ASO5)

Location: Howard Florey Centenary House, 25 Mulley St Holder

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Population Health Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is also responsible for exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division leads population health policy for the ACT and provides and commissions a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

BUSINESS UNIT OVERVIEW

Health Protection manages risks and implements strategies for the prevention of, and timely response to, public health risks, through engagement, education, compliance, and enforcement. Health Protection is responsible for monitoring and enforcing public health regulations and providing public health advice. This includes identifying and responding to particular health hazards and taking action to reduce the risk to the health of the public from food safety, radiation safety, infection control, environmental hazards, substances of concern to human health and the supply of medicines and poisons.

The Immunisation Section provides the ACT community with protection against vaccine preventable diseases through:

- Implementation of the National Immunisation Program and ACT Government funded immunisation programs in the ACT.
- Provision of advice and information on immunisation to the ACT community.
- Implementation of initiatives to improve immunisation rates and quality service delivery.
- Distribution of vaccines for the National Immunisation Program and ACT government funded programs to immunisation providers in the ACT.

POSITION OVERVIEW

The Immunisation Administration Officer will work in collaboration with the Immunisation Programs Team, Vaccine Management Unit (VMU) and Director of Immunisation to develop communications, information sessions and program evaluations as well as operational aspects of immunisation program delivery including data and vaccine logistics and warehousing. Key to this role is an understanding of data, reporting, and/or database systems, and storage and management of vaccines.

WHAT YOU WILL DO

Under the general direction of the Assistant Director and Team Leader, Immunisation Programs you will:

- Support the Immunisation Program team and Vaccine Management Unit (VMU) with data and logistics related to implementation of new and existing immunisation programs.
- Assist to maintain data quality, integrity, and confidentiality related to immunisation data and databases, and the management of data projects vital to meeting program requirements.
- Use the Vaccine Inventory Management System, Australian Immunisation Register (AIR) and other datasets to analyse data and prepare reports, informing immunisation program delivery in the ACT.
- Review processes, procedures and other written documents on immunisation related matters to inform program delivery.
- Assist with the development of a range of documents, including briefs, reports, tender documentation, and correspondence relating to immunisation issues
- Support the VMU with vaccine logistics and warehouse operations including developing Standard Operating Procedures (SoPs) and overseeing operations of the vaccine cool room and vaccine hub.
- Actively engage and support change management and transition activities to ensure achievement of deliverables within defined timeframes.
- Support the Vaccine Management Unit with the immunisation information line and any other office-based functions to ensure business continuity during periods of high demand.

- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to use large data sets to analyse data and produce associated graphs and reports with attention to detail.
2. Well-developed communication and interpersonal skills, including the ability to liaise, negotiate and consult with both internal and external stakeholders as required.
3. An understanding of current and emerging immunisation programs including vaccine storage and distribution.

Behavioural Capabilities

4. Demonstrated ability to work independently and as part of a multidisciplinary team.
5. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration, and Innovation.

Compliance Requirements / Qualifications

- A current driver's licence.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.