

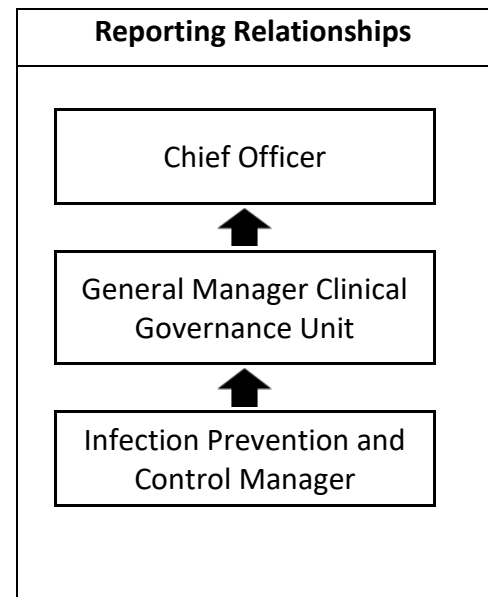


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

| | |
|-----------------------------|--|
| Directorate | Justice and Community Safety |
| Business Unit/Agency | Emergency Services Agency |
| Branch | ACT Ambulance Service |
| Position Number | P48596 |
| Position Title | Infection Prevention and Control Manager |
| Classification | Ambulance Manager 2 |
| Location | ESA Headquarters Fairbairn |
| Last Reviewed | May 2026 |



The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Emergency Services Agency (ACTESA) is responsible for emergency management and related support arrangements in the Territory. ACTESA's four operational services are the ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and ACT State Emergency Service.

ACTESA undertakes to:

- provide emergency services 24 hours per day every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ACTESA Website <http://www.esa.act.gov.au>.

BRANCH OVERVIEW

The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance services to the ACT community.

Further information can be obtained on the ACTAS website <http://www.esa.act.gov.au/ambulance>

The ACTAS Clinical Governance Unit (CGU) is a division of ACTAS responsible for clinical governance and quality and safety practices across ACTAS service provision. This includes the management of consumer feedback, incident review, clinical risk activities, and achieving accreditation under the National Safety and Quality in Health Service (NSQHS) Standards. The CGU aims to promote and provide our patients with person centred, safe and effective care. We do this through the implementation of quality improvement activities, and efforts to dynamically manage patient safety and quality risks.

POSITION OVERVIEW

The Infection Prevention and Control Officer (IPCO) position is located within the Clinical Governance Unit (CGU) of ACTAS. The IPCO will provide subject matter expertise in infection prevention and control in the ambulance setting, through the development and management of an infection prevention and control program for ACTAS.

Working collaboratively with members of the CGU and other areas within ACTAS, the IPCO will develop and implement robust infection prevention and control practices including the development of policy, procedure and guidelines. The IPCO will support infection prevention and control activities that maximise staff and patient safety. The IPCO will also be responsible for monitoring the effectiveness of strategies and processes that are implemented as part of the role.

This is a Category A position

WHAT YOU WILL DO

Under the broad direction of the General Manager CGU, the IPCO will:

1. Develop, monitor, and maintain ACTAS infection prevention and control practices that are consistent with best practice; the Australian Guidelines for the Prevention and Control of Infection in Healthcare, and the NSQHS Standards.
2. Plan, develop, implement and maintain the ACTAS infection control guidelines, policies and procedures.
3. Conduct infection prevention and control audits on vehicles, equipment and facilities.
4. Provide expert advice on appropriate infection control risk management strategies for ACTAS.
5. Advise and assist the ACTAS Education Unit on the development of appropriate out-of-hospital infection control training for ACTAS personnel.
6. Provide high quality reports, briefs and advice to ACTAS Executive and staff regarding infection control.
7. Maintain knowledge of relevant research, current trends and evaluation of infection prevention and control, particularly as it relates to the emergency service sector, to better inform evidence-based practices, service provision and programs.
8. Collaborate with internal and external stakeholders regarding broader issues impacting infection control to ensure quality improvement projects are evidence based.
9. Provide expertise and representation on relevant working groups and committees.
10. Undertake other duties appropriate to the level of classification that contribute to the effective and efficient operation of the Branch.

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 knowledge, experience, and compliance in the application of relevant legislation relating to infection prevention and control, and outbreak management in the ambulance setting.

2. Demonstrated knowledge of the Australian Guidelines for the Prevention and Control of Infection in Healthcare, and the National Safety and Quality Health Service (NSQHS) Standard 3.
3. Demonstrated experience in developing organisation-wide infection prevention and control strategies, policies, procedures and education programs to ensure ongoing business needs and operational requirements are met.

Behavioural Capabilities

1. Demonstrated ability to rapidly build rapport and work effectively within a small multidisciplinary team to produce high quality results in a busy and complex environment.
2. Demonstrated high level interpersonal, negotiation and consultation skills and the ability to develop and maintain effective and productive relationships with internal and external stakeholders.
3. Ability to problem-solve and present solutions that are risk assessed, consumer focussed and consider systems improvements.

Compliance Requirements/Qualifications

All expenses associated with obtaining and providing required supporting documentation annotated by ** will be met by the applicant. These costs will not be met by ACTAS nor reimbursed at any time during the process.

1. Current registration as a paramedic (without conditions or notations) with the Australian Health Practitioner Regulation Agency (Ahpra).
2. Current Authority to practice at a minimum of Ambulance Paramedic level with a minimum 3 years' experience post authority to practice with a statutory ambulance service.
3. Experience in providing infection prevention and control services in a jurisdictional ambulance setting is highly desirable.
4. **Driver's licence Class 'C' is essential.
5. ** Completed vaccination forms (found in attached Documents).
6. This position does not require a Working with Vulnerable People registration check.
7. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
8. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

VACCINATION REQUIREMENTS

All candidates, at the time of application, must complete the following documentation relating to vaccination requirements for Category A/EPP roles.

- ACT Government/ACTAS Vaccination Record Certificate of Compliance Form (found in attached Documents)
- ACT Government/ACTAS Undertaking /Declaration Form (found in attached Documents)
- ACT Government/ACTAS Tuberculosis (TB) Assessment Tool (found in attached Documents)

Further information on the ACTAS Occupational Assessment, Screening and Vaccinations Against Specified Infectious Diseases Standard Operating Procedure can be found in attached documents.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Infection Prevention and Control Manager (**P48596**) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

| ADMINISTRATIVE | FREQUENCY |
|-----------------------------|--------------|
| Telephone use | Frequently |
| General computer use | Frequently |
| Extensive keying/data entry | Frequently |
| Graphical/analytical based | Occasionally |
| Sitting at a desk | Frequently |
| Standing for long periods | Occasionally |
| Designated workstation | Frequently |

| STANDARD HOURS | FREQUENCY |
|--|--------------|
| Flexible working hours (access to flex time) | Frequently |
| Fixed or specified start/finish times | Occasionally |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO's) | Never |
| Peaks and troughs | Frequently |
| Frequent overtime | Occasionally |
| Rostered shift work | Occasionally |

| SOCIAL DEMANDS | FREQUENCY |
|---|--------------|
| Work with others towards shared goals in a team environment | Frequently |
| Work in isolation from other staff (remote supervision) | Occasionally |
| Working in a call centre environment | Never |
| Working directly with the public | Frequently |

| PHYSICAL DEMANDS | FREQUENCY |
|--|------------------|
| Distance walking (large buildings or inter-building transit) | Occasionally |
| Working outdoors | Occasionally |

| MANUAL HANDLING | FREQUENCY |
|---|------------------|
| Lifting 0 – 5kg | Frequently |
| Lifting 5 – 10kg | Occasionally |
| Lifting 10kg+ | Occasionally |
| Climbing | Never |
| Reaching | Occasionally |
| Bending/squatting | Occasionally |
| Push/pull | Occasionally |
| Sequential repetitive movements in a short amount of time | Occasionally |

| TRAVEL | FREQUENCY |
|---------------------------------------|------------------|
| Frequent travel – multiple work sites | Occasionally |
| Frequent travel – driving | Occasionally |
| Frequent travel – interstate | Occasionally |

| SPECIFIC HAZARDS | FREQUENCY |
|--|------------------|
| Working at heights | Occasionally |
| Exposure to extreme temperatures | Occasionally |
| Operation of heavy machinery e.g. forklift | Never |
| Confined spaces | Never |
| Excessive noise | Never |
| Low lighting | Never |
| Handling of dangerous goods/equipment | Frequently |
| Working with asbestos | Never |
| Potential to encounter agitated customers | Occasionally |

| | |
|---|--------------|
| Exposure to potentially distressing case material | Occasionally |
|---|--------------|

| OTHER | FREQUENCY |
|--|------------------|
| Uniform required | Frequently |
| Personal Protective Equipment (PPE) required | Occasionally |