

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health

Business Unit: Immunisation Section

Position Title: Vaccine Management Unit Coordinator

Position Number: P41507

Classification: Administrative Services Officer Class 6 (ASO6)

Location: 25 Mulley Street, Holder ACT

Last Reviewed: June 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

The Health Protection Service 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.

POSITION OVERVIEW

The Immunisation Section provides the ACT community with protection against vaccine preventable diseases. The Vaccine Management Coordinator works in conjunction with the Immunisation Programs team to:

- Implementation of the National Immunisation Program and ACT Government funded immunisation programs in the ACT.
- Oversees the distribution of vaccines for the National Immunisation Program and ACT Government funded programs to immunisation providers 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
- Ensuring the mandatory requirements outlined in The National Vaccine Storage Guidelines 'Strive for 5' (4th edition) 2025 is applied to all immunisation providers.

The Vaccine Management Unit Coordinator is responsible for the Vaccine Management Unit, including the management and administration of the Vaccine Inventory Management System (VIMS) database, Cold Chain management, wastage and all associated duties relating to vaccine management.

WHAT YOU WILL DO

Under the direction of the Assistant Director, Operations and Logistics, you will;

- Action forecasting advice, purchasing of vaccine supply, oversee inventory processes and monitor vaccine supplies.
- Generate vaccine orders in accordance with national deeds and non-binding forecasts. Liaise with pharmaceutical companies and Department of Health, Disability and Ageing as necessary.
- Evaluate storage and cold chain management, assess cold chain breaches and recommendations for vaccine viability.
- Manage the vaccine cool room and associated systems, including purchasing of equipment, service schedule and develop and maintain cool room operating procedures.
- Contribute to the Immunisation Section by maintaining financial records and organising payment of invoices.
- Oversee management of matters related to vaccine usage, distribution, and wastage.
- Create documents such as standard operating procedures, briefs and provider communications.
- Supervise vaccine management staff directly and liaise with the Immunisation Programs team.

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. Ability to supervise staff, set priorities, and experience in administration activities.
2. Well-developed communication and interpersonal skills, including the ability to liaise, negotiate and consult with internal and external customers.
3. An understanding of current immunisation programs and ability to analyse, research and evaluate immunisation issues.

Behavioural Capabilities

4. Ability to work with people across different levels and contribute as a member of a team.
5. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration, and Innovation.

Compliance Requirements / Qualifications

- A driver's license is essential.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of (position number P41507) 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	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never

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

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors (Working in Cool Room Environment)	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
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	Never

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

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required – Will be supplied for working in a cool room environment	Occasionally