

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Position No: P71190

Division: Office of Professional Leadership

Classification: Health Professional Officer 6 (HPO6)

Business Unit: Office of the Chief Allied Health Officer

Location: Bowes Street Phillip

Last Reviewed: July 2026

Position Title: Health Workforce and Allied Health Informatics Officer

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 ensure our public health system meets the community's needs, now and in 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 Office of Professional Leadership (OPL) provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community. OPL consists of the following profession leads – the Chief Allied Health Officer, the Chief Medical Officer, Chief Psychiatrist, the Chief Nursing and Midwifery Officer, and the Chief General Practitioner and Primary Care Advisor.

OPL's key roles are to:

- Provide strategic professional leadership and policy direction for the ACT health system in the areas of allied health, general practice, medicine, nursing and midwifery and psychiatry
- Help deliver workforce reforms and workforce planning relevant to health professional staff
- Contribute professional and clinical expertise to achieve and maintain a safe, high quality health system for the ACT
- Optimise systems to support excellence in professional development, and training of health professional staff
- Represent the ACT Government on national and international forums relevant to professional areas and clinical expertise, and

- Strengthen and develop health care services through supporting innovative models of care and service delivery.

BUSINESS UNIT OVERVIEW

The Chief Allied Health Officer leads the Office of the Chief Allied Health Officer (the Office). The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce and allied health professions and has strong partnerships with a range of internal and external stakeholders. The Office is responsible for providing professional and strategic leadership and high-level advice on a broad range of allied health issues including clinical governance and professional practice, regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement, research, and education. The Office is also responsible for implementing the ACT Health Workforce Strategy 2023-2032 and developing the ACT Aboriginal and Torres Strait Islander Health Workforce Action Plan.

POSITION OVERVIEW

The role provides system-level allied health informatics, workforce intelligence and clinical translation advice to support digital health planning, reform, governance and strategic decision-making across the ACT health system. Located within the Office and reporting to the Chief Allied Health Officer, the position contributes expert advice to ensure digital health initiatives are informed by allied health clinical practice, workforce realities and contemporary service models. The role works in partnership with ACT Government stakeholders, including Canberra Health Services. Through this advisory and liaison function, the role supports the development of clinically relevant, safe and effective digital solutions that inform system planning, service redesign and reform. The position ensures that allied health workforce data, intelligence and information systems meaningfully inform evidence-based policy development, system stewardship and whole-of-system decision-making.

WHAT YOU WILL DO

Under the broad direction of the Chief Allied Health Officer, you will:

- Provide allied health informatics and workforce intelligence advice to support system planning, reform and policy development.
- Contribute to the interpretation and use of workforce and service data to inform allied health strategy, service redesign and investment discussions. This will involve producing clear, accessible reports, dashboards and briefs translating complex data for executive, clinical and policy audiences.
- Build collaborative relationships with clinicians, managers and analysts and work collaboratively across multiple ACT directorates, for example Canberra Health Services, and digital/ICT stakeholders to ensure allied health perspectives are reflected in relevant data and digital initiatives.
- Support sound governance, data quality, standardisation and information stewardship for allied health workforce intelligence.
- Translate allied health clinical and service-delivery knowledge into practical advice for executive, policy and technical audiences.
- Support workforce supply, demand and capability modelling, including training pipelines, productivity and skill mix analysis.

- Undertake other duties appropriate to this level of classification that contribute to the Directorate.
- This position may involve direct supervision of staff.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated advanced professional knowledge and high-level capability in workforce analysis, complex data interpretation and/or health service analytics, with the ability to apply this expertise to inform strategic and operational decision-making.
2. Well-developed understanding of health workforce systems, governance structures and service delivery models, and the capacity to apply this knowledge to improve service effectiveness and workforce outcomes.
3. Proven ability to exercise independent professional judgement to translate complex data, digital and analytics concepts into authoritative, practical advice for diverse and non-technical stakeholders.
4. Highly developed written and verbal communication skills, with the capacity to influence, negotiate and provide clear, well-reasoned advice in complex environments.

Behavioural Capabilities

5. Demonstrated ability to work collaboratively and provide professional leadership within complex, multidisciplinary and cross-organisational environments, contributing to shared objectives and system-level outcomes.
6. Consistently models behaviours aligned with the ACT Public Service Values of Respect, Integrity, Collaboration and Innovation, including accountability, professionalism and a commitment to continuous improvement.

Compliance Requirements/Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- Tertiary qualification in an allied health discipline, and eligible for registration by the relevant national Board, or eligible for membership of the relevant professional association.