

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Position Number: Several (P24146; P53684; P53717)

Division: Population Health Division

Classification: Registrar 1-4 or Senior Registrar

Business Unit: Public Health Medical Officer Team

Location: Woden/ Holder

Position Title: Public Health Registrar

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 (CHO) 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 Public Health Medical Team comprises the public health specialists and public health registrar positions. This team supports the CHO in the carriage of statutory responsibilities and contribute to and provide technical assistance to support the development and implementation of policy, program and legislative frameworks across the Division to protect and promote public health.

POSITION OVERVIEW

Working under the direction of public health physicians (PHPs), this position plays a key role in providing technical advice and support to the CHO in fulfilling statutory responsibilities under relevant legislation. The position provides support across a range of public health projects, policy, and operations across all areas of the Division. This includes public health management of communicable diseases and outbreaks, environmental health, food safety, preventive health, health promotion and health emergency preparedness and response.

WHAT YOU WILL DO

Under the direction of the Deputy CHO and other PHPs, the successful applicant will contribute to addressing a wide range of public health issues within the ACT. These include (but are not limited to) environmental health and food safety; regulation of medicines and therapeutic goods; communicable disease control; health emergencies; preventive health; health promotion and policy development across these areas.

This position will participate in an after-hours roster supporting the Public Health Response unit.

The key duties of the position are to:

1. Provide technical advice and support across the Division, including in the areas of health protection, health promotion, population health policy, and preparedness, planning and surveillance.
2. Assist with the public health management of communicable diseases, outbreaks, and other acute public health incidents.
3. Liaise with stakeholders including health professionals, government agencies, professional bodies, industry, and community organisations on relevant public health matters, and represent the PHMOT or HCSD at relevant forums.
4. Contribute to the analysis and interpretation of information including (but not limited to) surveillance data and published research and the preparation of briefs, correspondence, procedures, and reports.
5. Undertaking other duties appropriate to this level of classification which contribute to the operation of the organisation.

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. Knowledge and awareness of statutory obligations in public health and the role of a public health unit in delivering population-based health outcomes.
2. Highly developed communication skills, including the ability to prepare correspondence, briefs, policies, and reports, and to effectively liaise, negotiate, and represent stakeholders in a range of settings
3. Demonstrates a commitment to work, health, and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Behavioural Capabilities

4. Strong organisational skills with a high degree of drive.
5. Adaptability and flexibility to accommodate change, contributing to improved ways of working and engage with or create 'new thinking' at work.
6. Ability to work with a multi-disciplinary team and a range of internal and external stakeholders.

Compliance Requirements / Qualifications

Mandatory

1. Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Available to participate in afterhours on-call roster.
3. Undergo a pre-employment National Police Check.

Desirable

4. Assessed as eligible, or attained conditional eligibility, to commence the Australasian Faculty of Public Health Medicine (AFPHM) Advanced Training Program.
5. Post graduate public health qualifications.
6. Previous experience working in a Public Health Unit or in population health.