

POSITION DESCRIPTION

Position Title:	Public Health Registrar
Business Unit/Department:	Medical Services & Western Public Health Unit
Division:	Western Public Health Unit
Award/Agreement:	Victoria Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 (AMA Victoria)
Classification:	HM25-HM30 (based on relevant experience)
Reports To:	Public Health Physician / Infectious Diseases Physician Director – Western Public Health Unit
Direct Reports:	N/A
Date Prepared/Updated:	29/07/2025

Position Purpose

The role of the Public Health Registrar is to undertake activities across the breadth of public health practice within the Western Public Health Unit (WPHU) based at Western Health, including activities in health protection, population health and public health policy and strategy. In health protection, the Public Health Registrar will: assist in the public health management of cases, contacts and outbreaks; will gain experience in all aspects of communicable disease control including surveillance, field epidemiology and the coordination of the prevention and response to public health incidents; and assist with selected aspects of environmental public health.

The Public Health Registrar will support the population health team to deliver evidence-informed initiatives in support of the WPHU catchment plan and in order to address health priorities in the catchment, including contributing to action to reduce health inequalities.

The Public Health Registrar will work under the supervision and direction of the Director WPHU and physicians within WPHU and will participate in an on-call roster. The Unit is a local public health unit covering the central, west and north-west areas of metropolitan Melbourne (total population ~1.4M), and part of a state-wide restructure of public health delivery in Victoria (see below).

Business Unit Overview

The Western Public Health Unit (WPHU) is one of three metropolitan Local Public Health Units (LPHUs), and alongside six regional LPHUs forms a collaborative Network to deliver frontline public health for Victoria. The LPHU Network works closely with the Victorian Department of Health to provide for local and regional responses to communicable and non-communicable diseases through community partnerships and local public health initiatives.

Led and coordinated by Western Health, WPHU serves over 1.3 million people across the local government

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areas of Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Merri-bek, Moonee Valley and Wyndham. WPHU investigates and manages cases and outbreaks of notifiable conditions under the Public Health and Wellbeing Act 2008 in collaboration with the Department's Community and Public Health Division, manages public health risks and supports public health emergency responses.

WPHU collaborates with local governments, community health networks, and primary care providers to improve health outcomes across its catchment, working to keep people well by leading and supporting practical population health action.

WPHU promotes a healthy workplace culture, expressed in its culture statement: "We are a diverse and welcoming team that is passionate about public health. We value open and honest communication. We work together to create a flexible environment of mutual respect, inclusivity, and connection."

Key Responsibilities

- Participate in the assessment of public health medicine competencies via Royal Australasian College of Physicians (the College) assessment forms and processes;
- Work under the supervision and support of WPHU physicians and senior leadership to develop general public health skills, including decision-making skills;
- Represent WPHU in meetings with external stakeholders, including other local public health units, the Victorian Department of Health and other agencies;
- Undertake literature reviews, evaluate, and independently critique evidence on a range of public health issues;
- Analyse and use data to guide decisions and evaluate outcomes and contribute to research projects;
- Provide input and guidance for communicable disease control practice and teams;
- Provide advice and oversight for complex cases, contacts, outbreaks, public health incidents and public health emergencies;
- Participate in resolving problems in contact tracing, outbreak management and preventative activities including ensuring that the Director is aware of the relevant issues and problems;
- Undertake strategic and proactive health protection activities to analyse data, detect, investigate, prevent and respond to public health risks;
- Identify and respond to new and emerging health protection trends by designing and implementing interventions to address increased risks;
- Participate in or lead programs of work across the Unit in both population health and health protection;
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in public health practice;
- Ensure continuity of communicable disease control by communicating appropriately with other practitioners including general practitioners and teams in primary care;
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for the community through effective communication, education and attendance and participation in unit and site public health meetings;
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings and in other settings;
- Participate in the development of management plans that reflect the needs of the community and demonstrate understanding of the role of community providers;
- Assume responsibility for communication with community providers for communicable disease control practice;
- Accurately reflect requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures;
- Demonstrate a caring and empathetic approach towards members of the community during case management and contact tracing at all other times;
- Participate in, and lead, educational activities in the Unit including delivering targeted education sessions to other WPHU team members;

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- Gain appointment as an Authorised Officer and Human Biosecurity Officer through training and appropriate processes, in order to undertake health protection and biosecurity response work;
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs;
- Perform other duties as delegated by the Director – WPHU or the Medical Workforce Unit;
- In an emergency response you may be asked to perform other duties.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- WPHU staff including health protection and population health staff
- Senior Medical Staff
- Infection Prevention service
- Medical Education Unit
- Medical Workforce Unit
- Chief Medical Officer

External:

- Victorian Department of Health
- Other Government agencies including Australian Government biosecurity agencies
- Staff from other local public health units
- General practitioners, community health providers and laboratory staff
- University of Melbourne Medical School and Melbourne School of Population and Global Health
- Others as deemed appropriate by Western Health

Selection Criteria

To be successful in the role you will have:

- Current registration as a medical practitioner in Australia with the Australian Health Practitioner Regulation Agency
- Current status as an advanced trainee with the Australasian Faculty of Public Health Medicine at the time of commencement, or eligibility and intention to join the training scheme
- A strong commitment to improving the health of populations and willingness to apply public health interventions in a flexible and agile way
- An ability to work effectively in a multidisciplinary team, showing initiative, strong communication and a passion for sharing skills and expertise

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment;
- Obtain a working with children check prior to employment (if requested);
- Obtain an Immunisation Health Clearance prior to employment;
- Report to management any criminal charges or convictions you receive during the course of your employment;
- Comply with relevant Western Health clinical and administrative policies and guidelines;
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures;
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health;
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health;

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- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health;
- Be aware of and comply with relevant legislation: Public Health and Wellbeing Act (2008), Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information;
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines;

General Information

- Redeployment to other services and sites within Western Health may be required;
- Employment terms and conditions are provided according to relevant award/agreement;
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace;
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs;
- Western Health is a smoke free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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