

Position Description

Position Title	Public Health Registrar
Position Number	30008598
Division	Office of the CEO
Department	Loddon Mallee Public Health Unit (LMPHU)
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 1 - Year 6 and thereafter; Relevant to year of experience
Classification Code	HM25 – HM30; Relevant to year of experience
Reports to	Clinical Unit Head LMPHU
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Loddon-Mallee Public Health Unit

The Loddon-Mallee Public Health Unit (LMPHU) works to keep our regional community healthy, safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon-Mallee region.

First established in 2020 to manage local cases and outbreaks of COVID-19, the LMPHU now has a wider range of responsibility for the prevention and control of communicable and non-communicable diseases and health threats. The LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health, for all those living in the Loddon-Mallee region.

The Position

The Public Health Registrar works within the LMPHU and provides subject matter expertise and technical support across all functions of the unit including communicable disease prevention and control, prevention and population health, public health strategy and planning, and epidemiology and surveillance.

Reporting to the Public Health Unit Clinical Unit Head, this position is suitable for individuals intending to / or currently undertaking, advanced training in Public Health Medicine through the Australasian Faculty of Public Health Medicine within the Royal Australasian College of Physicians. The Public Health Registrar will acquire the knowledge, skills and aptitudes of a public health physician by completing, with guidance from regional education coordinators, supervisors, and mentors, placements in a variety of public health activities.

This dynamic role will contribute to the span of LMPHU activities in line with the LMPHU Strategic Plan. Previous focus areas have included enhancing the response to public health emergencies in the Loddon Mallee (including flooding and bushfires), supporting delivery of the population health catchment plan and coordinating response activities to communicable disease incidents and outbreaks. The public health registrar takes on project leadership in seasonal preparedness (summer and winter planning), vaccine uplift, sexual health and pandemic planning. This exciting role will contribute to delivery of a resilient and sustainable place-based public health response.

Responsibilities and Accountabilities

This role supports the planning, coordination, and delivery of public health initiatives across the LMPHU, with a focus on communicable disease prevention and response, population health planning, and priority projects. It provides project management, data analysis, and stakeholder engagement to inform evidence-based decision-making, strengthen regional public health capability, and ensure effective, timely responses to emerging health risks.

Key Responsibilities

Communicable diseases prevention and control

- Support the Manager, Health Protection in building the capacity and capability of the LMPHU to plan, respond and evaluate the response to notifiable communicable diseases.
- Deliver educational activities with Public Health Officers and other LMPHU staff members on the management of notifiable communicable diseases.
- Support the public health response to notifiable communicable disease incidents and outbreaks.
- Support quality improvement projects to improve the timeliness and effectiveness of responses to notifiable communicable diseases.

Population health catchment planning

- Support the implementation of the LMPHU population health catchment plan.
- Coordinate, manage and monitor the implementation processes to reach the objectives of the project plan.
- Provide project, operational and technical support, including monitoring and high-quality reporting on project plans, milestones and deliverables to the Public Health Physician and the Medical Director LMPHU to ensure time, cost and quality indicators are in line with approved project plans.

Priority projects

- Collect, analyse and present data and other evidence to subject matter experts and for internal and external stakeholders to support public health planning, prevention and control activity in the Loddon-Mallee.
- Support the LMPHU Clinical Unit Head and Epidemiologist in assessing qualitative and quantitative data relating to emerging public health risks and scoping potential response actions.
- Lead the development of project plans to coordinate response activities across the LMPHU.
- Coordinate administration of meetings, action tracking and minutes to ensure plans, milestones and deliverables are on track.
- Support the LMPHU Epidemiologist in considering potential evaluation approaches to measure impact of response activities.

Research and evaluation

- Support the LMPHU Clinical Unit Head and Epidemiologist in scoping opportunities for research and evaluation.
- Engage with the BH research team and academic partners and coordinate input by LMPHU into any research partnerships.
- Regularly review the global literature and evidence base to identify key insights that may be applicable to the work of the LMPHU.

General responsibilities

- Work with business managers in communicable diseases, clinical public health services, and population and preventive health to support business planning and project management.
- Assist in building specialist public health capacity and delivery in the Loddon Mallee.
- Support regular engagement in activities with key regional stakeholders.
- Support the prioritisation, planning and delivery of key initiatives as determined by emerging risks or business planning.
- Keep accurate and complete records of work activities in accordance with legislative requirements and the LMPHU's records, information security and privacy policies and requirements.
- Undertake other reasonable duties and projects as required to meet the objectives of the LMPHU.

Key Selection Criteria

Essential

1. MBBS or equivalent degree with current General Registration with AHPRA.
2. Master of Public Health.
2. Current or planned enrolment in the Australasian Faculty of Public Health Medicine (AFPHM) training program (please note the new curriculum commencing in 2027 for all new trainees).
3. At least three years of full-time equivalent postgraduate clinical experience aligned with current requirements of the AFPHM program.
4. Interest in public health, infectious diseases, epidemiology and/or biostatistics.
5. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals.
6. Evidence of on-going professional development to continually update personal medical knowledge and skills.
7. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting).
8. Ability to operate in an environment of change.
9. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision).

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.

- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.