

# Information for applicants



**Our Destination 2030:** Great Care for Central Queenslanders strategy will shape the future of healthcare across our region, and support our aim for Central Queenslanders to be amongst the healthiest in the world. Great staff working in great teams with a culture of supporting and investing in our people's future. Find out more visit online [www.health.qld.gov.au/cq/destination-2030](http://www.health.qld.gov.au/cq/destination-2030)



*Great People, Great Place to Work*

## Central Queensland Hospital and Health Service (CQHHS)

CQ Health provides public health services across Central Queensland, in hospitals and in the community. CQ Health is a statutory body governed by our Board. We serve a growing population of approximately 250,000 people and employ more than 3,700 staff, treating more than 700,000 patients each year. The health service has a diverse geographic footprint, ranging from regional cities to remote townships in the west and beachside communities along the coast.



CQ Health  
Living our values

<b>Care</b>	We are attentive to individual needs and circumstance
<b>Respect</b>	We will behave with courtesy, dignity and fairness in all we do

<b>Integrity</b>	We are consistently true, act diligently and lead by example
<b>Commitment</b>	We will always do the best we can all of the time



## Vision for the Public Sector

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values, underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



## Our Organisational Culture and Values

Our organisational culture is built on our core values of Care, Integrity, Respect and Commitment. We express these values in everything we do, every day. All CQ Health staff contribute to our great workplace by embracing our Organisational Culture Strategy and its seven objectives:

- Recruitment and Induction
- Great Leaders
- Values
- Reward and Recognition
- Staff Wellbeing
- Diversity and Inclusion
- Great Teams

Together, these seven objectives form the key requirements of a positive and supportive workplace and will help us become one of the best health services in Queensland, and ultimately Australia.

## Person-Centred Care

In CQHHS we are committed to delivering person-centred care, which is about being respectful of, and responsive to, the preferences, needs and values of consumers. A person's care experience is influenced by the way that they are treated as a person, and by the way they are treated for their condition. The goal for CQ Health is to deliver high-quality care that is safe, of value and to provide an ideal experience for all patients, their carers and family. Person-centred care is the foundation for achieving high quality care. Focusing on delivering person-centred care, and on doing it well, will enable CQ Health to be successful in achieving better outcomes for consumers, better experience for consumers and staff; and better value care.

## Quality and Safety

In CQHHS Quality and Safety is everybody's responsibility everyday:

- Understand your role and responsibility aligned with the [CQHHS Clinical Governance Framework](#)
- Understand your broad responsibility for safety and quality in healthcare
- Actively participate in continuous quality and safety improvement activities within the workplace and
- Understand your role in speaking up for safety including notifying a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.

## Diversity and Inclusion

We are committed to building an inclusive and diverse workforce that better reflects the communities we serve, where differences are valued, and all staff members are respected. This means creating an inclusive culture that promotes the skills and insights of our people irrespective of gender, ethnicity, generation, sexual orientation or disability. A diverse and inclusive workplace not only means people feel valued, it helps build a better, stronger and more innovative workforce and because it makes the best business sense to do so.

### In Your Role:

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and CQ Health values.
- Actively participate in the Performance Appraisal and Development (PAD) process and engage in continuous learning and workplace improvement and innovation.
- Employees who are appointed to the CQHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.
- **Supervisory:** Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- **Non-supervisory:** Carry out work in accordance with prescribed practices and procedures and in a manner, that will not create health and safety hazards for yourself or others in the workplace.

## Human Rights in the Workplace

CQHHS decision makers have an obligation under the [Human Rights Act 2019](#) to act and make decisions regarding:

- an employee's performance, development and safety.
- a patient's care, welfare and safety.
- the safety and wellbeing of all persons, whilst at our facilities.

In a manner that is compatible with human rights. When making any decision, our employees are to give proper consideration to human rights.

## Occupational Health and Safety

The health service aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.

- **All staff:** are to follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- **Management roles:** are to participate in quality and safety activities such as clinical review, audit and case study presentations which assist learning within the quality and safety environment that can also incorporate the National Standards program.

## How to Apply

- Your application should be submitted online [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) or [www.smartjobs.govnet.qld.gov.au](http://www.smartjobs.govnet.qld.gov.au)
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13QGOV (13 74 68).
- Provide the following information to the panel to assess your suitability:
  - Your current CV or resume, including referees.
  - A short response (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the accountabilities and responsibilities, meet the organisational values and “how you will be assessed”.
  - Provide referees that have a thorough knowledge of your work performance and conduct that have been your recent supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please clearly indicate this on your resume.
  - Include any additional forms or evidence as necessary from the panel and role description.

## Pre-Employment Screening

It is a condition of employment at CQHHS that pre-employment checks are carried out on applicants recommended for appointment/employment. Pre-employment checks include confirming your qualifications, professional registration/s, previous employment history (including any previous disciplinary action), criminal history, Australian work status and vaccination requirements.

If information is received that varies from what has been provided, you will be given an opportunity to respond. Any statement in your application that is found to be deliberately misleading will result in disqualification from further consideration. If you are already employed in the Queensland Public Service, it may be grounds for disciplinary action.

Once pre-employment checks are cleared your appointment is confirmed and will be printed in the Queensland Government Gazette.

## Vaccine Preventable Diseases (VPD) Requirements

Employees in a patient-facing role, or those working in specific positions, may be required to be (and remain) vaccinated against some or all of the following vaccine preventable diseases, dependent on the workplace:

- Measles, Mumps, Rubella (MMR)
- Varicella (chicken pox)
- Pertussis (whooping cough)
- Hepatitis B

Further vaccinations may be required due to risks for a role; examples include:

- Hepatitis A – Workers in regular contact with untreated sewerage
- Q Fever – Research or Laboratory staff regularly handling specimens
- Influenza

## Additional Information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Late applications:** If you would like to apply after the closing date, please contact the nominated contact person indicated on the role description immediately. Late applications are accepted at the discretion of the selection panel and cannot be lodged online.
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment, in accordance with the relevant [Award](#) and [HR Policy B2](#).
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact either of the Queensland Health Salary Packaging Bureau Service Providers - RemServ via telephone 1300 30 40 10 or <http://www.remserv.com.au> or SmartSalary via telephone 1300 218 598 or <https://qld.smartsalary.com.au/>
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Serious Disciplinary History:** Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious disciplinary action taken against them.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist, as per the [Lobbyist Disclosure Policy 2010](#) within one month of taking up the appointment.
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](#)
- **Smoking Management Policy:** A non-smoking policy is effective in all Queensland Government facilities (including buildings, offices and motor vehicles) in line with the [Queensland Tobacco and Other Smoking Products Act 1998](#)