

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Principal Genetic Counsellor - Tasmanian Clinical Genetics Service (TCGS)
Position Number:	511317
Classification:	Allied Health Professional Level 5 Grade 1–2 (Specialist Stream)
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Tasmanian Clinical Genetics Service, Hospitals South – Women’s and Children’s Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Director Nursing and Midwifery Hospitals South – Women’s and Children’s Services (WACS)
Effective Date:	March 2026
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study accredited by the Human Genetics Society of Australasia or equivalent</p> <p>Eligible to undertake certification with the Human Genetics Society of Australia. Eligible for membership with the Human Genetics Society of Australasia</p> <p>A relevant post graduate qualification along with at least 8 years specialised experience in genetic counselling</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

Desirable Requirements: Experience across all sub-disciplines including familial cancer and prenatal genetic counselling.

Full Certification in Genetic Counselling from the HGSA

Current Genetic Counselling Registration with the HGSA

Current Driver's Licence

Position Features: This position is based in Hobart with some travel to the North/North West of the State expected

Some out of hours work and intrastate and interstate travel may be required.

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Leading the allied health workforce within the Tasmanian Clinical Genetics Service (TCGS) including Associate Genetic Counsellors, Certified Genetic Counsellors and Allied Health Assistants.

Collaborating with the Head of Department – Consultant Clinical Geneticist TCGS and Operational Manager TCGS to provide leadership and supervision for the staff of TCGS.

Maintaining a clinical caseload including managing complex, difficult or critical clinical cases referred to the TCGS

Providing expert consultation and advice on matters relating to clinical genetics and genomics as the senior specialist in the State for genetic counselling and contributing to strategic planning and policy development for genetic health care delivery in Tasmania

Duties:

1. Provide leadership and management to the genetic counselling team including Allied Health Assistants within TCGS.
2. Promote excellence in patient care through fostering a team culture that positively engages all staff in ongoing evidenced based education, performance development and continuous quality improvement.
3. In conjunction with the Head of Department TCGS, provide expert consultation and advice on matters pertaining to clinical genetics and genomics at the state-wide level, including preparing responses to Ministerials and providing advice to specialists, general practitioners and other health professionals on issues relating to clinical genetics and genomics.
4. Provide expert genetic counselling for more complex clinical cases using independent professional judgement to manage difficult or challenging clinical or ethical problems.
5. Provide training and supervision of Associate Genetic Counsellors, genetic counselling students and other trainees in collaboration with academic institutes, Royal Hobart Hospital and other relevant health services.
6. Supervise and co-ordinate best practice activities within the genetic counselling team including allied health assistants, to ensure that patients receive consistent high-quality treatment and that staff receive clear direction as to what is expected of them, feedback on their performance, acknowledgment of their achievements and a positive approach to their continuing development.

7. Contribute to strategic planning and policy development for genetic services more generally in Tasmania, advising on issues such as workforce planning, and policy, regulatory, funding and ethical issues arising from genetic and genomic testing.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Principal Genetic Counsellor reports to the Director Nursing and Midwifery Hospitals South – Women's and Children's Services, holds a significant leadership position and is expected to:

- Operate with a high level of professional judgement and autonomy in managing the delivery of genetic counselling services to clients across Tasmania.
- Collaborate effectively with the medical and operational leadership team within TCGS and WACS South to deliver high quality patient care.
- Lead by example in maintaining professional registration including meeting continuous professional development requirements and engaging in individual supervision requirements.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences

- d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive knowledge of current genetic disorders, together with broad experience in the provision of genetic counselling services within a health service setting.
2. Ability to apply advanced genetic counselling skills to complex clinical, ethical and case management situations across multiple subspecialty areas of genetics.
3. Demonstrated ability to work within a multidisciplinary team of medical and health professional staff, together with the ability to facilitate change, foster collaborative partnerships and influence the delivery of genetic counselling services to appropriately meet the needs of clients.
4. Demonstrated management skills including an ability to manage human, financial and physical resources and monitor the effectiveness and efficiency of genetic counselling service delivery.
5. Demonstrated skills and experience in undertaking policy development and evaluation and providing consultative advice in a senior management and clinical service delivery environment.
6. High-level oral and written communication skills, including a demonstrated ability to consult appropriately with clients, present confidently in public and liaise effectively across a broad range of issues impacting on the delivery of services to the Tasmanian community.
7. Demonstrated ability to undertake, contribute to and publish research and to prepare and evaluate reports and submissions.
8. Demonstrated ability to participate in and develop continuous quality improvement activities relevant to genetic counselling and the practice of clinical genetics.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold

the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).