



Australian
Centre for
Disease
Control

Job application kit

Executive Level 2

Director Pandemic Preparedness and Biosecurity
Pandemic Preparedness and Biosecurity Section,
Preparedness Branch

Reference: 26CDC-PB-10088



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Classification level: Executive Level 2

Job Title: Director Pandemic Preparedness and Biosecurity Section

Group / Division / Branch / Section: Australian Centre for Disease Control / Public Health Division/ Preparedness Branch / Pandemic Preparedness and Biosecurity Section

Employment Type: Ongoing

Salary: \$149,077 - \$176,499 per annum

Base Location: Woden ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD

Security Clearance requirements: Negative Vetting 2

Contact Officer: Emma

About the Australian Centre for Disease Control (Australian CDC)

The Australian Centre for Disease Control (Australian CDC) is at the frontline of improving Australia's ability to prepare for, and respond to, public health challenges, including pandemics. The Australian CDC is an independent technical advisory agency on public health matters and a leader in disease control, preparedness, response, and prevention. The Australian CDC collaborates with national and international health bodies to strengthen Australia's public health infrastructure.

For more information on what we do, visit our website: [What we do | Australian Centre for Disease Control \(cdc.gov.au\)](https://www.cdc.gov.au).

Working with us

The Australian CDC is a dynamic place to work, offering professional growth and flexible and competitive employment conditions. Our workspaces and our culture reflect a modern, flexible and safe work environment which empowers our people to deliver their best work. We value diversity and embrace inclusion.

A job with the Australian CDC offers:

- exciting and fulfilling work, collaborating with experts to innovate and contribute to safeguarding Australia from human diseases and public health threats
- networking opportunities with experienced leaders who support you to achieve your career ambitions
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- an attractive remuneration package including generous employer superannuation contributions and allowances
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely, where operational requirements allow
- modern, activity-based offices and digitally enabled work environment to increase communication, collaboration and innovation.

For more information see ['What we offer'](#).



About the Preparedness Branch

The Preparedness Branch strengthens Australia's national public health security through enhancing public health laboratory capacity and capability, pathogen and biosecurity oversight, public health intelligence, pandemic planning and strategic advisory functions to ensure early detection, assessment and response to emerging health threats. Through its specialised sections covering public health laboratory capability, surveillance and horizon scanning, pandemic preparedness and biosecurity responsibilities under the Biosecurity Act, and high-level public health guidance, the Branch brings together expertise in epidemiology, pathogen genomics, pathogen security, infection prevention and control, wastewater surveillance and national guideline stewardship. This coordinated approach enhances Australia's readiness for current and future health risks, supports outbreak response and policy development, and ensures robust cross sector engagement across jurisdictions, scientific networks and national committees.

The opportunity

The Director of the Pandemic Preparedness and Biosecurity Section is central to shaping, coordinating and delivering Australia's national pandemic preparedness and human biosecurity capability. This includes setting the strategic direction for national preparedness and ensuring compliance with key legislative and international obligations, including the *Biosecurity Act 2015*, the *National Health Security Act 2007*, and the amended *International Health Regulations (IHR 2024/25)*.

Leading a multidisciplinary team, the role drives policy design and the integration of national pandemic preparedness planning activities, enabling jurisdictions and partners across the public health system to deliver a coordinated, whole-of-system approach. It requires sustained strategic engagement with government agencies and expert committees and is central to the Australian Centre for Disease Control (CDC) fulfilling its mandate to build a trusted, resilient national system for pandemic prevention, preparedness, response and recovery.

You will have the opportunity to strengthen Preparedness Branch operations by:

- Lead the strategic development, implementation and continuous improvement of Australia's Pandemic Preparedness priorities, including governance frameworks, operating models, annual readiness reviews, partner in multi-year exercise programs and capability gap identification.
- Oversee integration of preparedness pillars such as diagnostics readiness, surveillance and early detection, event detection, infection prevention and control, risk communication and community engagement.
- Facilitating strong internal and external partnerships and engagements with stakeholders across the Australian CDC, government agencies and scientific networks that inform preparedness work.
- Ensure national pandemic preparedness aligns with broader all-hazards frameworks including embedding One Health and equity principles
- Lead a high-performing team, fostering a culture of expertise, inclusivity, innovation and systems-thinking.



- Managing confidential and sensitive information, modelling ethical behaviour and ensuring that records, systems and processes support high quality public health preparedness outcomes.

Key capabilities

To succeed in this role, you will demonstrate:

APS Leadership Capabilities

- Exceptional leadership skills, with ability to lead a multidisciplinary team and foster a positive, safe, inclusive and highly effective team culture.
- Demonstrated strong ability to shape strategic thinking, including complex policy design and foresight.
- Ability to manage government budget processes, reports, briefing papers and Ministerial documents.
- Ability to represent the CDC in an appropriate forum.
- Sound judgement, integrity and accountability consistent with APS Values and the Australian Government Style Manual.

Technical Expertise

- Deep knowledge of communicable disease control, health emergency management, and pandemic preparedness, supported by an understanding of relevant legislation and national governance frameworks.
- Demonstrated capability in integrating scientific, operational, behavioural and policy inputs into a cohesive national strategy.

Stakeholder and Partnership Skills

- Ability to influence senior stakeholders, deliver consensus across jurisdictions, and maintain trusted relationships with expert groups.
- Experience working across systems that require interoperability, data maturity, and multi-sector collaboration.

Analytical and Decision-Making Capability

- Proficiency in evidence synthesis, scenario development, risk assessment, and horizon scanning.
- Ability to respond rapidly to emerging threats and translate complex information into policy-ready advice.



Desirable qualifications

Applicants should address the following criteria, demonstrating capability at the EL2 level:

- Demonstrated senior leadership delivering strategic pandemic preparedness and human biosecurity outcomes, ensuring alignment with national frameworks and international obligations
- Proven experience leading complex programs or projects, translating strategic intent into effective operating models, governance and delivery plans across emergency management, public health or biosecurity.
- Proven accountability for financial stewardship, governance and effective risk management, including oversight of sensitive information, records and assurance processes
- Highly developed stakeholder management capability, including experience influencing senior decision-makers and building consensus with jurisdictions, cross-government partners, expert committees and scientific networks
- Demonstrated commitment to APS Values and evidence-informed policy, including transparency, equity and First Nations data governance principles, and a track record of continuous improvement through evaluation and learning
- Demonstrated ability to deliver clear, authoritative advice to senior executives and Ministers, and to communicate complex technical information to diverse audiences, including the public.

RecruitAbility minimum requirements

Minimum requirements for this role are:

- postgraduate qualifications in public health, epidemiology, infectious diseases, emergency management or a related field.
- experience working with international health organisations, including participation in WHO-related collaborations.
- advanced experience in human biosecurity, communicable disease control, epidemiology, infection prevention and control, modelling, social and behavioural science, diagnostics or environmental surveillance relevant to pandemic preparedness.

RecruitAbility is a scheme which aims to attract applicants with disability and create an equitable, level playing field. All vacancies for the Australian CDC are advertised under the RecruitAbility Scheme.

Applicants with a disability are advanced to a further stage in the selection process if they:

- opt into the scheme
- declare they have disability, and
- meet the minimum requirements of a vacancy advertised under the scheme



Candidates who opt into RecruitAbility are not required to provide specific details of their disability to the panel. More information on RecruitAbility can be found here: [RecruitAbility scheme: A guide for applicants](#).

Application response (single page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement, in line with the [APS Work Level Standards](#).

Applicants are required to provide a statement of claims framed around the key duties and key capabilities. **Your statement of claims should be no more than one page in total with a font no smaller than size 10. Applications that do not meet these requirements may not be considered.**

Eligibility

It is a requirement for anyone who is employed by the Australian CDC to be an Australian Citizen.

There may however be some exceptional circumstances where non-Australian Citizen's may apply, such as an individual who will have their Australian Citizenship confirmed in the days or weeks preceding the closing date of application but before a formal employment offer is made. In these circumstances the candidate should liaise with the Contact Officer of the vacancy to discuss their individual circumstances and confirm whether their application can be accepted.

The successful candidate must be able to obtain and maintain a Negative Vetting 2 security clearance. The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.



How to apply

Apply by 11:30pm AEST on Sunday 3 May 2026.

As part of your application, you will need to provide:

- A 'one page pitch' - this statement of claims addressing the key duties and key capabilities is your chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at the Australian CDC, why you are interested in the role, how you can add value, and how your skills and experience apply.
- You will also need to email your resume of no more than 4 pages, including the contact details of at least 2 nominated referees and the Application Form to jobs@cdc.gov.au to complete your application with the Job reference: 26CDC-PB-10088 in the subject line of the email to complete your application.

Note: *incomplete applications may not proceed to shortlisting.*

Who to contact

For more information about the role and/or to discuss any reasonable adjustments you may require as part of the recruitment process, the contact officer is **Emma** via jobs@cdc.gov.au.

If you experience any difficulties accessing or submitting your application or reaching the contact officer, please contact our Careers team via jobs@cdc.gov.au.

Indicative timeline for Recruitment*	
Applications open	Tuesday 21 April 2026
Applications close	Sunday 3 May 2026
Application shortlisting	4-22 May 2026
Interviews	From 28 May 2026

*The above timeline is indicative only, and subject to change.



Work environment description

Responsibilities – As detailed in Section 28 of the *Work Health and Safety Act 2011* while at work, a worker must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- Complete all WHS related induction and training
- Report all work related incidents and/or illnesses to the WHS Section

Description	Requirement	Additional Information
Administrative		
1. Computer Use	Yes	
2. Generic screen based	Yes	
3. Sitting at desk	Yes	
4. Standing for long periods	No	
Manual Handling		
5. Lifting 0-15kg	No	
6. Lifting 15 kg +	No	
7. Climbing	No	
8. Bending	No	
9. Squatting	No	
10. Reaching	No	
11. Push/pull	No	
12. Sequential repetitive movements in short period of time	No	
13. Manual dexterity/manipulation	No	
Work Environment		
14. Work with others towards shared goals in a team environment	Yes	
15. Works in isolation from other staff	No	The CDC supports flexible working arrangements
16. Distance walking (i.e. large building or inter-building transit)	No	
17. Works outdoors	No	
18. Works in a call centre environment	No	
19. Works in a customer service environment	No	
Tasks Involving		



Description	Requirement	Additional Information
20. Exposure to chemicals	No	
21. Exposure to biological hazards	No	
22. Working at heights	No	
23. Requirement to wear Personal Protective Equipment (PPE)	No	
24. Requirement for full colour vision	No	
25. Work with energetics and explosives	No	
26. Exposure to petrol, oil, lubricant products that may cause dermatological conditions	No	
27. Exposure to extreme temperatures	No	
28. Confined spaces	No	
29. Exposure to non-ionising radiation	No	
30. Excessive noise	No	
31. Low lighting	No	
32. Dangerous goods/ equipment	No	
33. Exposure to airborne odours	No	
Travel		
34. Frequent travel - Vehicle	No	
36. Frequent travel - Seaborne	No	
Cyclic Workload		
37. Peaks & troughs	Yes	
38. Frequent overtime	No	
39. Rostered shift work	No	