



Vacancy for an independent Chair: Newborn Bloodspot Screening Program Management Committee

Role length: Two years

Meetings: Monthly (where required)

Location: Australia wide (position and meetings conducted online)

Remunerated: In line with the rates and conditions in the Department of Health, Disability and Ageing Remuneration Framework and the [Australian Government Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination 2025](#) for specified health professional committees

Background

Newborn bloodspot screening (NBS) programs are delivered independently by states and territories. Following the Australian Government's commitment in 2022 to expand and achieve consistency in NBS programs, all governments have been working in partnership to consider which conditions are screened.

A NBS [decision-making pathway \(DMP\)](#) has been endorsed by the Australian, state and territory governments. The DMP outlines a transparent, evidence-based and collaborative process for considering which conditions should be added to Australia's NBS programs. Several advisory and decision-making bodies have key roles in the DMP including the:

- NBS Program Management Committee (PMC)
- Cancer and Population Screening (CAPS) Committee
- Health Chief Executives Forum
- Health Ministers' Meeting
- Medical Services Advisory Committee.

The Program Management Committee

The PMC comprises representation from all Australian jurisdictions, including the Commonwealth. Membership includes technical experts including senior clinical and laboratory scientists, clinicians, NBS program managers and policy makers and may include additional experts as required.

The PMC is an advisory body that works to support:

- national coordination and the consistency, safety and quality of Australia's NBS programs
- the consideration of conditions for screening in NBS programs by providing advice to the CAPS Committee in line with the NBS DMP.

The PMC meets monthly, where required, with the duration of each meeting ranging from 1 to 3 hours.

The work of the PMC is informed by the [Newborn Bloodspot Screening National Policy Framework \(NPF\)](#). In addition to the information provided in this document, further information about the role of the PMC can be found in the [Newborn bloodspot screening – Our national decision-making pathway](#).

Following a review of the PMC, the membership is being refreshed, which includes the appointment of an independent Chair.

About the role

The PMC Chair will be appointed for an initial term of 2 years and will act independently and will not represent any jurisdiction or organisation.

The Chair will be responsible for:

- chairing monthly virtual meetings, ensuring good governance, and adherence to proper process
- leading discussions and ensuring members provide timely advice on all matters requiring PMC consideration during meetings
- participating in pre-meeting preparation activities including briefings with the department and secretariat (expected to be approximately 2 hours for each meeting)
- reviewing and approving committee papers and communications, including agenda papers, meeting minutes and out-of-session items
- managing any conflicts of interests declared by members, with support from the secretariat
- participating in additional meetings with the department and secretariat as required.

The time required to prepare for and chair PMC meetings will depend on the nature of items being considered at each meeting. However, an estimated time commitment of 5 to 10 hours per meeting is likely to be required.

Who we are looking for

Suitable candidates must be available to fulfil the requirements of the role outlined above.

Suitable candidates should demonstrate:

- experience chairing government committees that engage with technical and complex health content
- ability to facilitate equitable and balanced discussions to ensure proper consideration of matters
- experience in coordinating diverse perspectives to form a consensus outcome
- strong verbal communication skills, including the ability to synthesise complex technical information in short timeframes.

Ideally, the Chair should be independent from NBS day-to-day operations and oversight. However, some knowledge of NBS or screening will be beneficial. More broadly, suitable candidates may have knowledge in areas such as:

- population screening or population health
- government operations, health policy or clinical service delivery for rare diseases
- metabolic disorders and/or genetic conditions.

What you need to know to apply

Australian Healthcare Associates (AHA) is facilitating the recruitment process for the PMC Chair, which will involve interviewing shortlisted applicants. It is anticipated the successful candidate will be appointed as PMC Chair by the CAPS Committee by the end of 2025.

Please complete the expression of interest in Appendix B to apply for this position.

Eligibility

To be eligible for this position, candidates must be an Australian citizen and reside in Australia.

A candidate's suitability for this position will also be assessed through:

- evidence of qualifications and experience (where relevant)
- 2 professional referees
- a declaration of any real or perceived conflicts of interest.

Please see the full selection criteria in Part 3 of Appendix B Expression of interest for Chair.

We encourage applicants from all backgrounds. This includes people with disability, Aboriginal and Torres Strait Islander people, people from diverse cultural, religious, and linguistic backgrounds, people of all ages, and gay, lesbian, bisexual, transgender, intersex or queer people.

Confidentiality and conflict of interest declaration

All PMC information as well as all matters considered and discussed by PMC are committee-in-confidence and to be treated in strict confidence unless otherwise specified.

All members, participants and observers of the PMC are required to declare any real or apparent conflicts of interests. Conflicts of interest are any circumstances or affiliations in which the signing participant has a direct or indirect interest (whether financial or non-financial) that affects, will affect, or could be perceived to affect their ability to participate in the PMC in a diligent, fair, and independent manner.

The successful candidate will be required to complete a *Deed of Confidentiality and Conflict of Interest form* at the time of appointment and commit to declaring any new conflicts of interests should they arise.

The Australian Public Service Commission publishes advice regarding [conflicts of interest in the APS Values and Code of Conduct in practice](#).

Remuneration

The PMC Chair will be remunerated in line with the rates in the department's Remuneration Framework and the Australian Government [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination 2025](#) for specified professional committees. Fees for sitting time are outlined in Table 1.

Table 1: Sitting fees – official meeting days

Total meeting time	Daily fee payable
3 or more hours	One daily fee (\$1,322)
2 hours to less than 3 hours	60% of the daily fee
Less than 2 hours	40% of the daily fee

Total sitting time includes:

- time spent attending formal meeting
- time spent on committee business in preparation for formal meeting
- official travel time (not anticipated to be required as PMC meetings are conducted virtually).

Fees for preparation time are outlined in Table 2.

Table 2: Preparation fees – committee business on non-meeting days

Total meeting time	Daily fee payable
For each period of at least one hour	20% for each hour up to a maximum of 5 hours a day

Total preparation time includes:

- time spent on committee business
- official travel time (not anticipated to be required as PMC meetings/business are conducted virtually).

Further information

If you have any questions regarding the advertised position or if you require assistance or adjustments to fully participate in the application process for this role, please email the PMC secretariat (nbs.secretariat@ahaconsulting.com.au).