

POSITION DESCRIPTION

Environmental Health Officer (Health Manager Level 2)



PATIENT AND FAMILY CENTRED CARE

OUR PATIENTS | OUR PEOPLE | OUR CULTURE

Our CORE values

Collaboration
Openness
Respect
Empowerment

Sydney Local Health District's vision is "to achieve excellence in health and healthcare for all".

Organisation	NSW Health
Local Health District / Agency	Sydney Local Health District
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Population Health Environmental Health
Vaccination Category	Category A
ANZSCO Code	251311 Environmental Health Officer
Website	www.slhd.nsw.gov.au/

PRIMARY PURPOSE

- This is a general Environmental Health (EH) role within the environmental health team under relevant legislation or policies.
- The Environmental Health Officer (EHO) will also be expected to undertake a tobacco compliance and education role which includes organising and implementing tobacco related programs to meet targets set by the Ministry, or the Local Health District, such as sales to minors testing, tobacco advertising, and smoke free environment programs. This may include inspections and surveys, education and training, evaluation, promotion and implementing legal proceedings.
- The officer will be also be required to undertake activities outside normal business hours and participate in the PHU's on call roster system.

Sydney Local Health District's vision incorporates NSW Health Core Values and a commitment to equity, health improvement, timeliness and efficiency, recognising that evidence-based service delivery requires highly skilled and valued staff supported by research, education and state-of-the-art technologies.

Our strategic priority under this vision is our commitment to excellence in Patient and Family Centre Care. Staff are supported to ensure patients, their families and carers are considered as partners in care to achieve optimal patient outcomes and best possible healthcare experience.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication

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certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

KEY ACCOUNTABILITIES

- Undertake general environmental health (EH) activities including health risk assessment for contaminated sites, *Legionella* monitoring and responses, chemical hazards, emergency management, general hygiene, Aboriginal EH, water quality, skin penetration, clinical waste management, and public health emergencies and critical incidents.
- Surveillance of EH issues and implementation of public health responses to EH hazards including exercising powers of entry, investigation (collection of evidence, information for prosecutions, inspection, enquiries under public health legislation), assist preparation of standards, guidelines and protocols and be appropriately authorised under the *Public Health Act 2010*.
- Participate in and assist in the development and review of the annual business plan for the EH Section, and report on achievements.
- Collate statistics for reporting to NSW Health, where required.
- Investigate general EH as well as tobacco complaints and follow up accordingly.
- Lead and/or assist with the development and implementation of Public Health Unit tobacco surveillance programs across the District and in accordance with SLHD and NSW Health policies and procedures. This includes the collection of evidence, preparation of briefs and conduct of prosecutions under the relevant legislation.
- Conduct community and industry education for tobacco control and liaise closely with stakeholders including local police, liquor accords and community groups.
- Undertake audits of premises for sale of tobacco related products, e.g. sales to minor program, compliance with tobacco advertising legislation, compliance with *Smoke-free Environment 2000* legislation including semi-enclosed space regulations and air monitoring.
- Lead and assist in the development and implementation of specific projects including liaison and collaboration with other partners (e.g. District Health Promotion Unit, Drug and Alcohol Network and Local Government).
- Prepare correspondence, reports and briefs and maintain accurate records of all activities including computerised databases.
- Conduct research and practice evaluation programs and projects and participate in State-wide tobacco control networks.
- Participate in emergency management responses within the Unit for significant or sustained incidents.

KEY CHALLENGES

- Interacting with multiple stakeholders when dealing with public health issues. Ongoing changes to legislation, policy and practice and collaboration and working within a multidisciplinary team.

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- Being able to interpret complex documents, standards, legislation and guidelines and Investigate complaints and conduct surveys in accordance with PHU risk assessment protocols.
- Some audits of premises may involve physical measurement and calculation for compliance with semi-enclosed space regulations and associated drafting of plans and reports with calculations.

KEY RELATIONSHIPS

Who	Why
Environmental Health Officers	Work in collaboration with the team to respond to notifications, inquiries and outbreaks.
Public Health Unit staff	Work in collaboration with other PHU teams, especially in public health incidents and emergencies.
Health professionals and members of the public within SLHD.	Respond to notifications and/or inquiries. Provide education as needed.
The NSW Public Health Network, including NSW Health Protection Service.	Exchange of resources and information.

SELECTION CRITERIA

1. A degree or equivalent in Applied Science (Environmental Health) and/or equivalent relevant professional experience.
2. A well-developed understanding of public health and tobacco control legislation in NSW, including demonstrated experience in the application of the legislation.
3. Excellent verbal and written communications skills and demonstrated experience in dealing with a wide range of stakeholders, businesses, individuals, and members of the public in a professional manner.
4. Ability to prepare comprehensive submissions, reports and correspondence including those for the approval of and under the signature of senior directors/executives and to meet these deadlines, and work with minimum supervision.
5. Demonstrated experience in evidence gathering, preparation of legal briefs, and attendance at court to conduct prosecutions including the presentation of evidence in public health matters.
6. Demonstrated ability in complex problem solving and mediating outcomes with contentious issues including ability to develop and undertake education programs and projects.
7. Demonstrated experience with computer applications and databases.

OTHER REQUIREMENTS

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies, and procedures at both SLHD and NSW Health.

Consistent with this all employees (both clinical and non-clinical) are:

1. Expected to model the NSW Health Core Values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.
2. Required to identify, assess, eliminate/control, and monitor hazards and risks within the workplace to the

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- extent of the delegated authority for the role, as per Work Health Safety policy.
3. Required to support and contribute to the Patient and Family Centred Care approach to healthcare delivery.