

POSITION DESCRIPTION

Graduate Trainee in Environmental Health (Administrative Officer Level 3)



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	Admin Off Lvl 3
State Award	Health Employees Administrative Staff (State) Award
Category	Administration & Health Records Administration
Vaccination Category	Category A
ANZSCO Code	531111 General Clerk
Website	www.slhd.nsw.gov.au/

PRIMARY PURPOSE

To participate in the Environmental Health Officer Training Program by completing a Graduate Diploma in Environmental Health at a university by distance learning over a maximum 2 year period.

To undertake work-based training in a range of Environmental Health activities that protects and improves the health and wellbeing of the community. These activities are conducted in accordance with relevant legislation, business, and operational plans.

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). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) 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.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

RESPIRATOR USE

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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.

ESSENTIAL REQUIREMENTS

- An undergraduate qualification in order to meet the admission requirements for an approved post graduate course in Environmental Health.
- Unrestricted NSW driver's licence (P2 licence acceptable).

KEY ACCOUNTABILITIES

- To undertake an approved postgraduate course of study in a field related to public and environmental health and satisfy competency requirements of the SLHD Graduate Training program.
- To gain practical skills through placement in the Public Health Unit in managing environmental health issues and administering related legislation. These may include health risk assessment for contaminated sites, Legionella monitoring and public health responses, chemical hazards and emergency management, general hygiene issues, Aboriginal environment health, water quality, skin penetration, clinical waste management issues, responding to public health emergencies and critical incidents, and assisting in development, implementation and evaluation of environmental health research projects and surveys.
- Assist with planning for activities related to environmental health, including involvement in achieving the requirements of the LHD in its performance agreement with the Health Protection work plan and ensure an appropriate consumer-focussed approach to enquiries, investigations, inspections and sampling. This may include preparation of reports, correspondence or presentations on environmental health related matters.

KEY CHALLENGES

- Interacting with multiple stakeholders when dealing with public health issues.
- Being able to interpret complex documents, standards, legislation, and guidelines.
- To learn and understand the requirements of relevant environmental health legislation and how it is administered including: - Protection of the Environment and Operations Act 1997 - Local Government Act 1993 and Regulations - Public Health Act 2010 and Regulations - Public Health (Tobacco) Act 2008 and Regulations - Smoke Free Environment Act 2000 and Regulations

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KEY RELATIONSHIPS

Who	Why
Environmental Health Team Leader and environmental health team members	Team Leader Manages the environmental health team, including this position. Trainee will work with other team members on a daily basis.
Public Health Unit Director	Manages the Unit and has regular contact with all staff.
Other PHU Staff (including Public Health Observatory)	Trainee will work in collaboration with other disciplines in the PHU and Public Health Observatory.
Liaising with NSW Health, Councils, laboratories, government agencies	Routinely requires liaising with external organisations as there are shared roles and responsibilities with environmental health work.
General public	Environmental health is primarily about protecting public health and so there is routine in contact with the public.

SELECTION CRITERIA

1. An undergraduate qualification in order to meet the admission requirements for an approved post graduate course in Environmental Health.
2. A genuine interest in Environmental Health as a career.
3. Knowledge of contemporary environmental health issues of importance to the community (i.e. climate change, urban development).
4. A commitment to ongoing study requirements and ability to manage time and prioritise work.
5. Good interpersonal and verbal communication skills.
6. Demonstrated ability to understand written communication and prepare simple forms of written communication to a professional standard.
7. Word processing and computer database skills.
8. Unrestricted NSW driver's licence (P2 licence acceptable).

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 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.

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