

Role description

Manager, Food Safety Policy and Compliance

Status	Permanent Full-Time	Job ad reference	QPHSS473107
Branch and Division	Health Protection Branch Queensland Public Health and Scientific Services	Contact details	Tenille Fort (07) 3328 9323
Classification	HP6	Salary range	\$145,004 - \$150,099 per annum + super
Location	Herston	Closing date	Friday, 10/03/2023

Your opportunity

The Department of Health (the Department) has a diverse set of responsibilities, and a common purpose of providing highly effective health system leadership. The Department is responsible for the overall strategic leadership and direction of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

About Queensland Public Health and Scientific Services (QPHaSS)

QPHaSS under the leadership of the General Manager, brings together key system support functions and the surveillance, prevention and control of communicable diseases and public health risks in Queensland – Leading the statewide planning and coordination of programs and services to prevent, or control, health-related diseases, hazards and harmful practices and enhance protective health factors to promote the overall health and wellbeing of Queenslanders.

Health Protection Branch

The Health Protection Branch seeks to safeguard the community from potential harm or illness caused by exposure to environmental hazards, diseases, and harmful practices.

The Branch has a strong focus on regulatory science, and works across a range of program areas, including environmental hazards (e.g. asbestos, lead), water quality and fluoridation, food safety and standards, radiation safety and protection, and chemical safety.

Key activities include

- Administering legislation, leading the development of statewide compliance reporting, and developing operational guidelines and procedures to support the administration of:

- *Food Act 2006*
- *Medicines and Poisons Act 2019*
- *Environmental Health related matters under the Public Health Act 2005*
- *Radiation Safety Act 1999*
- *Water Fluoridation Act 2008*
- Providing specialist technical and human health risk assessment advice
- Providing specialist policy advice for relevant program areas
- Providing system leadership to address significant public health risks, including the management of statewide incidents (such as floods, cyclones, bushfire smoke etc)
- Maintaining the framework for the monitoring and review of the regulatory program for the Prevention Division
- Processing licences, approvals, permits and other instruments as per regulatory requirements
- Participating in setting national standards and developing national approaches
- Maintaining effective partnerships with key national and state agencies involved in the delivery of health protection services to influence policy outcomes.

Our values

Our values are those of the Queensland public service



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

These five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.

About the role

Purpose

The Manager, Food Safety Policy and Compliance reports to the Director, Food Safety Standards and Regulation and has managerial responsibility for 5 FTE (one Advanced Environmental Health Officer (HP5), three Senior Environmental Health Officers (HP4) and one Environmental Health Officer (HP3)).

The position leads policy development for food safety, standards and regulation legislative changes and provides expert technical and strategic advice in relation to the wider food safety, standards and regulation policy, compliance and legislative environment.

Your key responsibilities

- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Apply advanced knowledge of defined service quality standards, health and safety policies and procedures, especially in relation to dealing with food safety standards and regulation, to lead the development and implementation of strategies that support safe services and food businesses across Queensland in both the public and private sectors.
- Provide authoritative expert strategic policy and technical advice on the overarching statewide regulatory framework for food safety standards and regulation, including other regulatory schemes that interact with Queensland's food safety standards and regulation, to support public health and safety and compliance with current and future Queensland food safety standards and regulation legislation.
- Lead the development and implementation of legislative amendments and legislative instruments that are developed in line with contemporary regulatory practice including:
 - Consideration of compliance monitoring and enforcement aspects.
 - Identifying, collaborating and negotiating with relevant internal and external stakeholders.
 - Collaborating with the Legislative Policy Unit to progress legislation changes, including regulatory impact assessment and human rights assessment.
 - Coordinating the effective communication of implications of legislative changes for internal and external stakeholders, including the provision of strategic advice to senior executives.
 - Leading a high performing team to deliver multiple, concurrent, complex projects to deliver high quality outcomes within tight timeframes.
- Provide authoritative counsel to a wide range of stakeholders including, but not limited to, the Health Minister, Director-General and appropriate National and State organisations or committees, by application of a comprehensive and expert knowledge of current issues for governments and the wider health system in relation to food safety standards and regulation.
- Represent Queensland Health in national, and state-wide committees and working groups.

Reporting/work relationships

The position reports to Director, Food Safety Standards and Regulation.

The number of direct reports is 5.

Mandatory qualifications, registrations and other requirements

- Possession of at least a degree (or equivalent) qualification in Environmental Health from a recognised tertiary institution.
- While not mandatory, a post-graduate qualification relevant to the role would be well regarded.
- The position offers flexible working arrangements.

- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 ([Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#)).

Specific Working Conditions

- Participate in the branch on-call arrangements and after hours work as required for the effective management of incidents and other health protection issues of concern requiring a rapid response.

Role fit

The essential requirements for this role are:

- Expert clinical knowledge, skill and extensive experience in environmental health as it relates to food safety standards and regulation and an in-depth knowledge and understanding of the Australian policy and legislative framework relating to food safety standards and regulation, and in particular Queensland.
- Demonstrated understanding of how to apply knowledge of contemporary regulatory practice and risk-based regulation to the development of legislation and related policy.
- Demonstrated high-level communication, negotiation, consultation, leadership and conflict resolution skills, with proven ability to develop effective working and strategic relationships with a wide variety of high level internal and external stakeholders at both a state and national level.
- Proven ability to apply high level judgement, research skills and expert knowledge of food safety standards and regulation (national and international) to synthesise information to provide written authoritative and verbal advice on complex issues, develop solutions to complex problems and to prepare presentations, submissions and briefings on strategic initiatives to a broad range of stakeholders.
- Proven ability to effectively lead a team to provide expert advice to senior management and stakeholders, and to apply evidence-based principles to identify, analyse, develop and implement effective, contemporary policy and legislation.

Behavioural Competencies Required

We are all leaders in the Department of Health, regardless of role or classification level. The department is committed to leadership at all levels of our organisation, in this role you will be required to display the following leadership behaviours:

- **Leads strategically** – Thinks critically and acts on the broader purpose of the system.
- **Leads change in complex environments** – Embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- **Inspires others** – Inspires others by driving clarity, engagement and a sense of purpose.
- **Demonstrates sound governance** – Maintains a high standard of practice through governance and risk management.

How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years. It is preferable to include your current, immediate or past supervisor.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.

Additional information

Discover more about working at the Department [here](#). Of note:

- The information you provide as an applicant is used in adherence with the *Information Privacy Act 2009*
- All roles within the Department are subject to employment screening.
- The nominated applicant will be required to disclose any serious disciplinary action taken against them in the Queensland public sector.
- To be appointed permanently, you must be an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.
- The Department aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.
- Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#). We encourage everyone to apply for our advertised roles, irrespective of gender, ethnicity, age, language, sexual orientation, and disability or family responsibilities. We recognise the value of diverse backgrounds, experiences and perspectives.

- The Department values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure and supportive workplace, the Department is a White Ribbon Australia accredited workplace. For more information visit [here](#).

- The Department acknowledges the challenge for its staff in balancing work, family and community life successfully. To help them achieve this, we encourage conversations between managers and staff about implementing [flexible working arrangements](#) to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements, there is an opportunity to match the individual's requirements with those of the workplace to achieve agreed work goals and objectives.