

# Job Description

Agency	Department of Health	Work unit	Environmental Health
Job title	Principal Policy Officer	Designation	Senior Professional 1
Job type	Full time	Duration	Ongoing
Salary	\$123,559 - \$138,034	Location	Darwin
Position number	1843	RTF	263122
		Closing	21/03/2023
Contact officer	Tracy Ward, Director Environmental Health on 08 8922 7149 or <a href="mailto:tracy.ward@nt.gov.au">tracy.ward@nt.gov.au</a>		
About the agency	<a href="http://www.health.nt.gov.au/">http://www.health.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfld=263122">https://jobs.nt.gov.au/Home/JobDetails?rtfld=263122</a>		

**Applications must be limited to a one-page summary sheet and detailed resume**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

Provide expert advice and lead in the development, review, implementation and evaluation of environmental health legislation, standards, programs, policies and procedures to protect the community from physical, chemical, biological hazards in the environment.

## Key duties and responsibilities

1. Take prime responsibility for specific areas of environmental health program development, implementation and review; undertake projects relating to legislation, standards, policies, procedures, program direction, strategy, resource allocation and evaluation; preparation of expert advice and high-level correspondence in relation to the program.
2. Undertake complex investigations and provide assistance to service delivery providers when required.
3. Follow defined service quality standards, work health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.

## Selection criteria

### Essential

1. Tertiary qualifications in Environmental Health or a related field and eligibility for membership or registration with the relevant national board (if applicable);
2. Extensive experience at local/state/federal government level and proven experience in program and policy development and evaluation;
3. Excellent written and oral communication skills and well-developed project management, time management, research and work prioritisation skills;
4. Well-developed interpersonal and consultative skills and demonstrated ability to work and collaborate across sectors and agencies; demonstrated ability to accurately analyse complex, multi-faceted problems and think strategically in developing practical and innovative solutions;
5. Demonstrated knowledge of public health and health promotion principles and government and departmental policies as they relate to environmental health;
6. Appreciation of national and Northern Territory environmental health issues, particularly aboriginal health issues and remote service delivery issues as they relate to environmental health; An ability to interact effectively with people from diverse cultures.

### Desirable

1. Additional qualifications in policy development, project management, evaluation, public health, management, health sciences/promotion, workplace training and assessment, insect vector management, emergency/disaster management.

## Further information

Positions may be subject to pre-employment checks such as immunisation requirements, working with children clearance notice and criminal history checks. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. For immunisation requirements - Category A (direct contact with blood or body substances) or Category B (indirect contact with blood or body substances), check with contact person for requirements.

Approved: 24 February 2023

Tracy Ward, Director Environmental Health