

POSITION DESCRIPTION

Manager, Environmental Health - Prince of Wales Hospital



South Eastern Sydney
Local Health District

Our CORE values: Collaboration Openness Respect Empowerment

Our Vision: Exceptional care, healthier lives.



Our Purpose: To enable our community to be healthy and well; and to provide the best possible compassionate care when people need it.

Organisation	NSW Health
Local Health District / Agency	South Eastern Sydney Local Health District
Position Classification	Health Mgr Lvl 3
State Award	Health Managers (State) Award
Category	Population Health Environmental Health Senior Environmental Health Officer
Vaccination Category	Category A
ANZSCO Code	139912 Environmental Manager
Website	www.seslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

The role will provide high level technical and specialist advice on all matters concerning environmental health and public health consistent with legislative, NSW Health and South Eastern Sydney Local Health District standards, policies and procedures, for the achievement of business and service objectives.

The Manager, Environmental Health is responsible for coordinating and managing the Public Health Unit's (PHU) environmental health program and providing high-level technical expertise and support to the PHU and Local Health District (LHD) facilities to prepare for and respond to environmental health and/or public health aspects of the following and other legislation as determined by the NSW Ministry of Health and the Director Public Health:

1. Public Health Act 2010 and Public Health Regulation 2022
2. Public Health (Tobacco) Act 2008 and Regulations
3. Smoke Free Environment Act 2000 and Regulations
4. Poisons and Therapeutic Goods Act 1966

This role also manages the vessel hygiene component of the NSW Human Seaports and Airports Biosecurity Program, and proactively develops & implements innovative strategies that address the environmental determinants of communicable & non-communicable diseases.

The role will be required to undertake activities outside normal business hours as the need requires and to participate in the PHU's environmental health (EH) on-call roster.

COVID-19 VACCINATION COMPLIANCY

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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

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

- All staff are required to complete and submit a Pre-employment Health Declaration Form
- Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check
- As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.

KEY ACCOUNTABILITIES

- Manage and provide effective leadership to the environmental health team within the PHU
- Conduct EH surveillance for the District and implement PH responses to hazards, based on scientific evidence based best practice and exercise of powers of entry, investigation, inspection and enquiries under relevant legislation administered by the NSW Ministry of Health.
- Lead and manage the team to undertake a broad range of EH activities, including but not limited to tobacco and e-cigarette seizures; investigations relating to infection control breaches in community skin penetration, blood lead poisoning and Legionella outbreaks; funeral industry regulation; mosquito and arbovirus monitoring; and PH regulatory inspections.
- Plan, develop, implement & evaluate EH education & health risk, vessel sanitation, surveillance & enforcement programs, sampling and related PH responses & Aboriginal Health activities to protect the public from physical, chemical, biological & radiological agents in the environment which may adversely impact on human health.
- Manage the effective, accurate and timely EH and tobacco control reporting.

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- Manage and coordinate the PHU EH team's response to COVID-19 issues, ensuring compliance with COVID-19 safety plans for SESLHD businesses directed by the Public Health Response Branch, and undertake risk assessments for outbreaks in vulnerable populations and at-risk shared accommodation groups.
- Ensure an evidence-based, consumer-focused approach to enquiries, investigations, inspections, reports, recommendations and legal proceedings, whilst maintaining up to date information on new technical and policy developments.
- Build and maintain strategic relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key EH and tobacco control priorities and opportunities.
- Lead innovative environmental health and tobacco control research and projects and ensure Manager is kept up to date on relevant EH and tobacco control issues relevant to the LHD
- Recruit, coach, mentor and performance develop EH and tobacco control staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit.
- Undertake activities outside normal business hours and participate in the EH team on call roster system.
- Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement.
- Act as an appropriate role model and promote a culture that reflect the organisational values through demonstrated behaviours and interactions with all
- Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service.
- All staff are expected to take reasonable care that their actions do not adversely affect the H&S of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
- Comply with and implement the NSW Health, WH&S Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.

KEY CHALLENGES

- Challenges: Leading consultations with internal and external stakeholders often where there are competing needs/objectives. Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources. Maintain awareness of trends, developments and information in environmental health and public health legislation, policy and practice and being able to interpret and apply them.
- Decision Making: The Manager Environmental Health has substantial autonomy in the management of staff and other resources of the environmental health team within the PHU including managing the performance for others to achieve work objectives. Developing and sustaining a service and workforce that is flexible, adaptable, and resilient providing quality services in a complex and ever-changing environment. Determining best use of limited resources to meet competing customer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes
- Communication: Internally, the Manager Environmental Health is required to communicate regularly with public health senior leadership team and hospital managers on the management and surveillance of environmental health issues. Externally, the Manager Environmental Health will develop and maintain effective relationships with NSW Ministry of Health Environmental Health Branch, and other stakeholders including local councils, Environmental Protection Authority, Port Authority NSW, Department of Agriculture, Fisheries and Forestry, Sydney Water and Department of Family and Community Services.

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KEY RELATIONSHIPS

Who	Why
Director Public Health Unit	To advise on matters pertaining to environmental health and as to seek support and advice to achieve objectives.
Public Health Unit staff	To manage and support the environmental health team and work with all staff members across the PHU especially in joint investigations
SESLHD hospital managers	To provide advice in relation to environmental health issues
Health Protection NSW, Environmental Health Branch, Environmental health staff in other Public Health Units, Ministry of Health Tobacco Policy Branch & Tobacco Enforcement Unit	As required for expert technical advice and assistance
Local Councils, Environmental Protection Authority, Port Authority of NSW, Department of Agriculture, Fisheries and Forestry, Sydney Water, Department of Family and Community Services	To manage the vessel hygiene component of the biosecurity program and as required for management of environmental health issues. To assist with the administration of the Medical Referee program for NSW.

SELECTION CRITERIA

1. Relevant tertiary qualifications in Applied Science (Environmental Health) or equivalent as determined by the organisation, or relevant equivalent work experience, or a combination of study and work experience
2. Demonstrated extensive experience in managing a range of environmental health issues, environmental health management and knowledge of public health legislation to ensure high quality deliverables.
3. Excellent working knowledge of environmental health policy and procedures and environmental legislation as it applies to health and demonstrated experience in leading environmental health research and projects.
4. Demonstrated strong leadership skills to enhance staff performance, influence workplace culture, and lead change.
5. Demonstrated high level written and verbal communication skills and ability to analyse, investigate, develop practical solutions and report on often complex and politically sensitive environmental health and public health issues.
6. Demonstrated experience in planning and policy development skills at strategic and service levels within a high volume work environment.
7. Demonstrated ability to develop and maintain effective working relationships with the ability to interact constructively and collaboratively with a diverse range of stakeholders, internally and externally.
8. Current drivers licence (with a willingness to travel in accordance with the demands of the position).

OTHER REQUIREMENTS

- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

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- Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit
- Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget