

Austin Health

Position Description



Position Title: NEPHU Environmental Health Officer

Classification:	HS3
Business Unit/ Department:	North Eastern Public Health Unit
Work location:	Austin Health <input checked="" type="checkbox"/> Heidelberg Repatriation <input type="checkbox"/> Royal Talbot <input type="checkbox"/> Other <input type="checkbox"/>
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Employment Type:	Fixed Term Full-Time or Part-Time
Hours per week:	Up to 38 hours (or 40 hours with ADO)
Reports to:	Team Leader – NEPHU Communicable Diseases
Direct Reports:	0
Financial management:	Budget: 0
Date:	May 2023

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exceptional care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Position Purpose

The NEPHU Environmental Health Officer (EHO) undertakes public health investigations, risk assessments and other response activities across the North Eastern Public Health Unit (NEPHU) catchment to protect and promote health and prevent risk to the community arising from environmental health hazards that impact human health.

The EHO will provide outbreak and/or public health management and response which may include, but is not limited to, conducting case interviews; contact follow up; site assessment, support and environmental management; liaison with healthcare professionals and stakeholders; and other public health duties ensuring evidence-based public health recommendations are provided and applied.

The EHO works in alignment with standardised systems, processes and procedures and is supported in their daily duties by the Team Leader – Communicable Diseases, and Medical Officers.

About North Eastern Public Health Unit

The NEPHU is one of nine public health units in Victoria: three in metropolitan Melbourne and six covering regional Victoria. Together these units form a coordinated network, working in partnership with the Department of Health to deliver a comprehensive public health program for Victoria.

The NEPHU is led and coordinated by Austin Health with responsibility spanning approximately 1.81m people living in the northeast of metropolitan Melbourne. We work collaboratively to improve the health and wellbeing of the NEPHU population through health promotion, prevention and protection activity. We do this through evidence-informed population and place-based responses to current and emerging health needs and emergencies. In this way we contribute to a vision of active connected and safe communities for all - with healthy places, healthy people and a healthier tomorrow.

The NEPHU is proud of its diverse multidisciplinary team who provide a service across extended hours seven days per week. The ability to participate in a 7-day roster of morning and afternoon shifts is required of all Officers, noting that requirements will change according to the public health context within which we are operating.

Purpose and Accountabilities

Role Specific:

The Environmental Health Officer will:

- Undertake environmental risk assessments, investigations and response activities
- Undertake research to identify options and recommend evidence-based interventions for environmental health issues in the NEPHU catchment or remit
- Assess epidemiological studies, toxicology data, environmental monitoring and modelling data and environmental standards and provide advice

- Respond to notifications and outbreaks of notifiable conditions according to NEPHU Communicable Disease procedures, guidelines, and workflows.
- Undertake the required disease follow up of conditions through case interviews, contact follow up and provision of public health information and advice to individuals.
- Liaise with healthcare professionals, laboratory staff, other local public health units, other NEPHU functions and other stakeholders to ensure appropriate management and linkage to care pathways.
- Investigate at risk workplace, community or other settings (where relevant) and provide environmental health information and advice to stakeholders to identify and prevent communicable disease transmission in the environment.
- Adhere to disease and outbreak management procedures and follow up and escalate risks and issues of concern for advice to the Team Leader - Communicable Diseases and/or Medical Lead.
- Participate in preparedness and prevention activity in collaboration with stakeholders as directed.
- Support the broader NEPHU team with advice and expertise on a range of environmental health matters.
- Keep accurate and complete records of work activities in accordance with legislative requirements, information security and privacy policies and requirements.
- Ensure timely and accurate recording of data to support surveillance and control objectives and reporting requirements.
- Assist with data management to ensure it accurately reflects information on cases, contacts and outbreaks including classification and epidemiological links.
- Complete Authorised Officer training if required and work appropriately within regulatory, Department of Health and NEPHU policy requirements.
- Undertake projects or other duties as directed by Team Leaders and/or Operation Leads at NEPHU.
- Participate in the urgent disease notification on call roster.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principles of patient centered care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

Selection Criteria

Essential Knowledge:

- Tertiary qualifications in environmental health, environmental science, health science, public health or other related field that is necessary for appointment as an Environmental Health Officer under the Victorian Public Health and wellbeing Act 2008.
- Demonstrated knowledge and expertise in public and environmental health practice and service delivery including prevention and control of notifiable and communicable conditions, water management food safety, vector surveillance control
- Demonstrated ability to liaise effectively with community members, medical and public health professionals
- Ability to provide advice and prepare reports on environmental health issues in tight timeframes
- Strong attention to detail and ability to support development, improvement and strict adherence to established processes; confidently able to work with stakeholders to ensure all processes are maintained
- Commitment to quality, best practice and environmental safety
- Sound technology literacy, including O365 suite and the ability to quickly learn and master online data reporting and record management tools
- An ability to identify and escalate risks and issues as required
- Knowledge of professional standards, legal and ethical requirements
- Demonstrated ability to interact in an empathetic and sensitive manner with culturally diverse populations and persons experiencing a wide range of social conditions
- Excellent verbal and written communication skills including active listening.
- Ability to prioritise work and work effectively in a fast paced and dynamic environment
- Demonstrate a high level of discretion, maintain confidentiality, and practice according to ethical standards
- Ability to work effectively as part of a multi-disciplinary team with different levels of staff, other stakeholders and community members, establishing and maintaining collaborative professional relationships
- Current Working with Children Check
- Current Australian Drivers' license
- Ability to work a rotating roster, 7 days a week, morning and afternoon shifts if required.
- Ability to participate in an on-call roster for urgent events and disease notifications

Desirable but not essential:

- Previous experience in public health
- Membership with Environmental Health Professionals Australia
- Previous experience in collecting, managing and reporting notifiable communicable disease data
- Post graduate qualifications in environmental or public health or a related field
- Familiarity with Department of Health reporting platforms and information systems
- Previous experience in new service or team development.

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	