

# Job Description

Agency	Department of Health	Work unit	Environmental Health
Job title	Team Leader Environmental Health	Designation	Professional 3
Job type	Full time	Duration	Ongoing
Salary	\$110,873 - \$124,173	Location	Alice Springs
Position number	50242	RTF	303402
		Closing	10/10/2024
Contact officer	Joshua Heath on 0491 222 197 or <a href="mailto:joshua.heath@nt.gov.au">joshua.heath@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=303402">https://jobs.nt.gov.au/Home/JobDetails?rtfld=303402</a>		

## APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

### 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](#).

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

### Primary objective

Coordinate and manage operational Environmental Health Officers (EHOs) and program activities under the direction of the Manager Environmental Health Top End (Manager) and deputise in their absence.

### Context statement

This role may incorporate working in both an urban and remote community depending on the business needs of the Branch. Employees must be willing to travel to remote communities by light aircraft or road.

### Key duties and responsibilities

1. Ensure the coordinated delivery of environmental health services consistent with good practice, departmental and program policy, work unit business plans and legislative requirements.
2. Manage and lead a team of professional officers ensuring they follow standard operating procedures, guidance notes and data entry; and that those staff develop and complete work partnership plans, and participate in ongoing professional development and consolidation of their skills and knowledge.
3. Assist in the development of environmental health policies, procedures and strategic and work unit plans to achieve departmental and program goals and objectives and provide expert, timely and accurate advice to the Manager in relation to management, budgeting and performance management.
4. Act as an authorised officer and delegate of the Chief Health Officer (CHO) in administering all relevant the provisions of NT public and environmental health, and food legislation in urban, rural and remote communities as required by the Manager.
5. Travel to remote sites by air/road, and work outside normal hours on weekends and public holidays as required.
6. 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
7. Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.

### Selection criteria

#### Essential

1. Degree in Environmental Health or science degree with appropriate post graduate qualification in Environmental Health from an Australian tertiary institution. Eligible for recognition as an Environmental Health Officer.
2. Extensive experience as an Environmental Health Officer and knowledge of legislation, policies and practices relevant to the provision of effective environmental health services in urban and remote environments.
3. Demonstrated ability to analyse and address complex issues, think strategically, research and evaluate issues, define options, write reports and implement change particularly in relation to management practices.
4. Excellent interpersonal, written and oral communication skills, including the ability to negotiate, collaborate and facilitate in a multidisciplinary environment, maintain positive relationships and liaise at all levels and from a range of social and diverse cultural backgrounds, and to express ideas and concepts in a clear and concise manner.
5. Current unrestricted Australian drivers licence for a manual motor car.
6. An ability to develop skills to enable effective interaction with people of diverse cultures.

#### Desirable

1. Experience in the preparation of high level correspondence, reports, discussion papers and briefings.
2. Additional qualifications e.g. health promotion, vector management, disaster management, food safety auditing.
3. Experience in Aboriginal community environmental health, waste management, land use development or other.

### 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: 6<sup>th</sup> July 2021

Joshua Heath, Manager Top End Environmental Health