

## POSITION DESCRIPTION

# Environmental Health Officer (Health Manager Level 2)



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.

<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	South Eastern Sydney Local Health District
<b>Position Classification</b>	Health Mgr Lvl 2
<b>State Award</b>	Health Managers (State) Award
<b>Category</b>	Population Health   Environmental Health
<b>Vaccination Category</b>	Category B
<b>ANZSCO Code</b>	251311 Environmental Health Officer
<b>Website</b>	<a href="http://www.seslhd.health.nsw.gov.au/">www.seslhd.health.nsw.gov.au/</a>

## 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 Environmental Health Officer (EHO) is part of a team of public health practitioners who plan, implement and control environmental health risk, including on cruise vessels. The Environmental Health Officer supports the team in activities which protect the public from physical, chemical, and biological agents in the environment which may adversely impact on human health.

The EHO 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.

## 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 CRITERIA

- All staff are required to complete and submit a Pre-employment Health Declaration Form.
- Dependent on position applied for you will need to complete/provide a Working with Children Check

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(WWCC), National Police Check (NPC) and/or Aged Care Check.

- You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.

## KEY ACCOUNTABILITIES

- Undertake general environmental health activities including Legionella outbreak investigations, monitoring and responses, chemical hazards, general hygiene, Aboriginal environmental health, water quality, skin penetration, clinical waste management, funeral industry regulation, mosquito control and awareness and public health emergencies and critical incidents.
- Surveillance of EH issues and implementation of public health responses to EH hazards including exercising powers of entry, investigation (collection of evidence, information for prosecutions, inspection, enquiries under public health legislation), assist preparation of standards, guidelines and protocols and be appropriately authorised under the Public Health Act 2010
- Plan and participate in the Vessel Inspection Program to ensure good sanitation practices on board cruise ships and prevent the spread of human disease.
- Provide high level environmental health advice, support, guidance and plan and deliver environmental health education to the public within SESLHD, hospital departments and local businesses as required.
- Contribute to the development and implementation of PHU plans, policies, procedures, standards and practices, and report on achievements.
- Lead and assist in the development and implementation of specific projects including liaison and collaboration with other partners (e.g. Public Health Response Branch, Local Government).
- Prepare correspondence and reports and maintain accurate records including electronic databases of all activities.
- Participate in emergency management planning, preparedness, response and recovery activities within the Unit for significant or sustained incidents.
- Investigate and resolve complaints from the public and local businesses to ensure the public is protected environmental hazards.
- Build and maintain effective relationships with key internal and external stakeholders to ensure priorities are met and activities achieved.
- Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems.
- Undertake activities outside normal business hours and participate in the environmental health team on call roster system.
- At times, the EHO may have opportunities to provide cover in the Manger's position.
- 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 service provision.
- 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.
- All staff are expected to take reasonable care that their actions do not adversely affect the health and safety 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.

## KEY CHALLENGES

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- **Challenges:** Be able to interpret complex documents, standards, legislation and guidelines and investigate complaints and conduct surveys in accordance with PHU risk assessment protocols; Balance limited resources while ensuring effective service delivery that achieves a reduction in preventable health risk; Interact with multiple stakeholders when dealing with public health issues and participating in consultations with internal and external stakeholders often where there are competing needs/objectives.
- **Decision Making:** Making The Environmental Health Officer is required to seek all relevant information in relation to the legislation, policy directives and guidelines and plans and objectives of the environmental health team and public health unit, and use their influencing skills in order to achieve a reduction in preventable health risk; Interpret complex documents including policies, legislation, standards and guidelines and applying these and dealing with stressful situations or conflict which can arise at times during field work; Determine the best use of limited resources to meet competing needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes.
- **Communication:** Internally, the Environmental Health Officer is required to communicate regularly with the Environmental Health team within the PHU and the broader PHU staff to work together to achieve outcomes and meet key performance indicators; Externally, the Environmental Health Officer will develop and maintain effective relationships with the Ministry of Health Environmental Health Branch and Local Government.

## KEY RELATIONSHIPS

Who	Why
Environmental Health Manager	Develop relationship to support line manager and delivery effectively on objectives.
Environmental Health Officers	To work in collaboration with team to respond to notifications, inquiries and outbreaks.
Public Health Unit staff	Build trusting relationships and work in collaboration with other PHU teams especially in response to public health incidents, investigations and emergencies.
Health professionals and members of the public within SESLHD	Respond to notifications and/or inquiries and provide education as required.
NSW Public Health Network particularly the Environmental Health Branch	Share resources, information, ideas and seek advice as required.

## SELECTION CRITERIA

1. Relevant tertiary qualifications in Applied Science (Environmental Health) or equivalent as determined by the organisation or in accordance with an Environmental Health Australia accredited course, or relevant equivalent work experience, or a combination of study and work experience.
2. Demonstrated knowledge and understanding of public health and environmental legislation, with high level analytical and problem solving skills including, the ability to provide authoritative advice and recommendations across a large and complex organisation.
3. Demonstrated experience with computer applications and databases.
4. Effective time management and demonstrated ability to prioritise and meet conflicting deadlines.
5. Highly developed communication, interpersonal and influencing skills and demonstrated experience in

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dealing with a wide range of stakeholders, businesses, individuals, and members of the public in a professional manner.

6. Ability to develop and maintain effective working relationships with senior management, and other key stakeholders with a focus to identifying environmental health issues and assisting with creative problem solving.
7. Demonstrated experience in preparing comprehensive submissions, reports and correspondence including those for the approval of and under the signature of senior directors/executives.
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.