

## POSITION DESCRIPTION

# Environmental Health Manager (Health Manager Level 3)



Sydney  
Local Health District

## Patient and Family Centred Care

Our patients | Our people | Our culture

**OUR VISION**  
*Excellence in health and healthcare for all*

**OUR CORE VALUES**  
Collaboration  
Openness  
Respect  
Empowerment

<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	Sydney Local Health District
<b>Position Classification</b>	Health Mgr Lvl 3
<b>State Award</b>	Health Managers (State) Award
<b>Category</b>	Population Health   Environmental Health
<b>Vaccination Category</b>	Category A
<b>ANZSCO Code</b>	251311 Environmental Health Officer
<b>Website</b>	<a href="http://www.slhd.nsw.gov.au/">www.slhd.nsw.gov.au/</a>

## PRIMARY PURPOSE

The Public Health Environmental Health (EH) Manager is responsible for coordinating the Public Health Unit's (PHU) environmental health program and providing high-level technical expertise and support to the PHU and LHD facilities to prepare for and respond to EH 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 Regulations
2. Public Health (Tobacco) Act 2008 and Regulations
3. Smoke Free Environment Act 2000 and Regulations

*Sydney Local Health District's vision incorporates NSW Health Core Values and a commitment to equity, health improvement, timeliness and efficiency, recognising that evidence-based service delivery requires highly skilled and valued staff supported by research, education and state-of-the-art technologies.*

*Our strategic priority under this vision is our commitment to excellence in Patient and Family Centre Care. Staff are supported to ensure patients, their families and carers are considered as partners in care to achieve optimal patient outcomes and best possible healthcare experience.*

## 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



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present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## KEY ACCOUNTABILITIES

- Manage and conduct EH surveillance for the District and implement public health 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 the development and implementation of programs to mitigate public health risks and develop protocols, policies and procedures to investigate and correct public health problems.
- Manage, co-ordinate or participate in general public health activities identified in the Public Health Unit's annual operating plan including surveillance and enforcement, health risk assessment, sampling and related public health responses, dealing with hazards, emergency management, general hygiene, and Aboriginal EH.
- Manage and coordinate the PHU EH team's response to COVID-19 EH issues, ensuring compliance with COVID-19 safety plans for SLHD businesses directed by the Public Health Response Branch, and manage the review police quarantine hotels for COVID-19 safety and effective separation from quarantine procedures.
- Liaise with and provide advice and assistance to Local Health staff, other Public Health Units, NSW Ministry of Health, Environmental Protection Authority, other State and Federal Authorities/Agencies, and the public, on EH issues including periodically delivering presentations, lectures and attendance at community meetings.
- 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.
- Provide professional guidance and direction to the EH team and trainees, including staff performance management, and manage the SLHD graduate EH training program.
- Provide leadership in strategic planning for EH, including achievement of the LHD Health Protection Branch performance agreement and maintain involvement in local and State committees.
- Contribute to state-wide surveillance programs and manage maintenance of quality and content of any relevant databases.
- Prepare reports, correspondence, presentations and manage and conduct database input on Public Health related matters.
- Participate in the on-call roster and undertake other duties as required by Director of the Public Health Unit.
- Responsible for technical decision making in EH, whilst developing EH programs and implementing business plans within the PHU.

## KEY CHALLENGES

- Interacting with multiple stakeholders when dealing with public health issues. Ongoing changes to legislation, policy and practice and to be able to interpret complex documents, standards, legislation and guidelines.
- Collaboration and working within a multidisciplinary team and to be able to work within a continuing changing organizational environment and policy setting framework.
- Often work activities can be unpredictable, particularly if there are unforeseen incidents or other demands within the Unit. To prioritise activities and organise resources when there is a range of demands is an essential skill.

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## KEY RELATIONSHIPS

Who	Why
Public Health Unit staff	This role sits in the PHU and manages a team within the PHU, as well as needing to work with all staff members across the PHU.
SLHD Executive	It is expected that this role will routinely interact with the LHD Executive, particularly with respect to the management and surveillance of COVID-19 in the LHD.
NSW Ministry of Health Environmental Health Branch	As required for expert technical advice and assistance.
Other stakeholders including Local councils and Environmental Protection Authority	As required for management of environmental health issues.

## SELECTION CRITERIA

1. A degree or equivalent in Applied Science (Environmental Health) and/or equivalent relevant professional experience.
2. Extensive experience in managing a range of Environmental Health issues, particularly health risk assessment and environmental management and knowledge of relevant public health legislation.
3. Knowledge of environmental policy and procedures and environmental legislation as it applies to health and demonstrated experience in undertaking public health research.
4. High level interpersonal and leadership skills, with excellent verbal and written communication skills.
5. Commitment and demonstrated ability to meet deadlines, adaptability to new situations and demonstrated ability to respond to emergencies, work in a multidisciplinary team, and liaise with a variety of stakeholders.
6. Experience managing staff including highly developed negotiation and delegation skills consistent with working in a senior public health position.

## OTHER REQUIREMENTS

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies, and procedures at both SLHD and NSW Health.

Consistent with this all employees (both clinical and non-clinical) are:

1. Expected to model the NSW Health Core Values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.
2. Required to identify, assess, eliminate/control, and monitor hazards and risks within the workplace to the extent of the delegated authority for the role, as per Work Health Safety policy.
3. Required to support and contribute to the Patient and Family Centred Care approach to healthcare delivery.