

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

<b>Job ad reference</b>	CAH629750	<b>Classification</b>	HP6
<b>Role title</b>	Manager Environmental Health Services	<b>Contact name</b>	Dr Jacqueline Murdoch
<b>Status (temp/perm)</b>	Fixed Term Temporary Full Time until 9 August 2026	<b>Contact number</b>	07 4226 5572
<b>Unit/Branch</b>	Tropical Public Health Service	<b>Closing date</b>	Thursday, 17 April 2025
<b>Directorate/ Hospital and Health Service</b>	Medical Services Cairns and Hinterland Hospital and Health Service	<b>Salary</b>	\$6191.80 - \$6409.40 per fortnight <i>(plus superannuation and leave loading benefits)</i>
<b>Location</b>	Cairns		

### Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

### Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

### Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: [Cairns and Hinterland Hospital and Health Service Strategic Plan 2023-2027](#)

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Health Equity

Cairns and Hinterland Hospital and Health Service affirms its unreserved recognition of Aboriginal peoples and Torres Strait Islanders as First Peoples of this area and has set out its actions and agreed key performance measures to improve First People's health and wellbeing outcomes.

Racism is a key structural determinant of First People's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic.

It is expected that all staff contribute to the health equity agenda. Please refer to our [First Peoples Health Equity Strategy](#) for further information.

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.

- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

## Tropical Public Health Services

Public health focuses on the health and wellbeing of populations, rather than of individuals. TPHS aims to minimise the morbidity and mortality from communicable and vaccine-preventable diseases, and environmental health hazards thereby:

- Protecting the health of the population.
- Preventing disease and illness.

TPHS fulfils the public health regulatory services on behalf of the Department of Health to ensure sound public health standards are maintained in communities.

TPHS protects and enhances the health of the Tropical North Queensland community. This includes:

- Communicable disease surveillance.
- Managing outbreaks of communicable, vaccine-preventable and environmental health-related disease.
- Providing expert support to vaccine service providers, monitoring immunisation coverage and vaccine safety.
- Vector surveillance, vector control and research to minimise the transmission of dengue and other mosquito-borne diseases.
- Hosting the Commonwealth-funded *Aedes albopictus* mosquito control program.
- Syphilis surveillance across seven HHS districts.
- HIV Public Health service for four North Queensland HHS districts.
- Lead and deliver on public health management of STIs and blood borne viruses (BBVs) in North Queensland.
- Preparing for and responding to pandemics, floods, and other major incidents with other agencies.
- Responding to suspected clusters of cancers and other diseases.
- Public health disaster management at the local and district level.
- Facilitating, monitoring, supporting, and implementing the Indigenous public health programs (environmental health) in remote communities.
- Regulatory and compliance activities including monitoring, investigating, promoting, and enforcing public health legislation.
- Providing public health support to other healthcare providers, residential care and childcare services, schools and the wider community.

The TPHS team consists of a director, public health physician, public health nurses, environmental health officers, an epidemiologist, data managers, project officers and administration officers.

TPHS works collaboratively with, and supports, a range of organisations including other health services, other government departments, local government, non-government agencies, research institutions and local communities.

## Your opportunity

Lead and strategically direct the delivery of environmental health services across multiple health service districts and / or sites to protect, promote, prevent recognise, evaluate and control risks to the community arising from environmental health hazards that impact on the natural and built environment and human health. This work is across urban, regional and remote areas and Aboriginal & Torres Strait Islander communities.

Lead and strategically direct the delivery of multiple specialised Environmental Health Teams including the Aboriginal and Torres Strait Islander Public Health Program, Water Sanitation and Hygiene, and Healthy Housing teams to deliver culturally appropriate and culturally safe programs in remote discrete communities across the service area, in addition to the Environmental Health Compliance team.

Active leadership in state-wide planning, policy and strategy development and provide strategic expert advice and critical decision making on environmental health issues, across multi clinical areas.

## Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.

### **Environmental Health Ability and Expertise**

- Conceptualise and apply expert clinical knowledge, skills and risk-based critical decision making to lead the delivery of environmental health services, across multiple clinical areas and across multiple Districts and/or multiple sites to oversee the development and implementation of appropriate interventions and enforcement strategies.
- Supply strategic direction and expert judgement in the application and implementation of efficient and effective programs and / or interventions for breaches of relevant public health legislation, with due consideration of external influences.
- Responsible for anticipating, leading and resolving large scale and complex environmental health incidents (arising from biological, social, physical and chemical hazards) through high level interpretation of circumstances and systems and professional standards, utilising health risk assessment principles, to minimise risks to populations.

### **Communication and Partnerships**

- Provide authoritative expert advice, advocacy and prepare comprehensive reports to key internal and external stakeholders. Act as an approved authoritative spokesperson on environmental health issues and as a decision-making representative on State, Area and District wide committees, as appropriate.
- Work collaboratively within and strategically lead, as appropriate, a multi-disciplinary team in the delivery of efficient and effective environmental health services across multiple Districts/sites.
- Contribute to the development of Statewide and Area strategic and operational plans, policies and procedures, in partnership with relevant stakeholders.
- Advocate for and lead culturally relevant and ethical approaches to environmental health programs and interventions, in particular for Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse groups across the Service Area by using expert level interpersonal and written communication skills.

## Leadership and Management

- Lead and manage a team of environmental health officers (and/or a multi-disciplinary team) to deliver environmental health programs and research across multiple-Health Service Districts and/or multiple-sites.
- Lead, support and oversee the operational management, high level service improvement, performance appraisal, professional development and competence of the environmental health team to enhance population health outcomes.
- Accountable for the administration, direction and control of financial and physical resources, including cost centre management, to ensure the effective delivery of environmental health services.

## Knowledge Management

- Initiate and guide high level environmental health education, promotion and research using specialised techniques to address existing and emerging environmental health hazards and risks and subsequent publication.

## Mandatory qualifications/Professional registration/Other requirements

- The successful applicant must hold a tertiary degree (or equivalent) qualification that is accredited by Environmental Health Australia or deemed eligible for appointment by the Qld Health Environmental Health Officer Appointments Review Committee.

**Note:** For establishment management purposes, under Schedule 1 of the *Health Practitioner Enterprise Agreement (2007)*, this position is deemed to be of the discipline **Environmental Health Officer**

- This position may require the incumbent to travel or work from other facilities across the Cairns and Hinterland Hospital and Health Service as required.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland. Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however, you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
  - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

### **Environmental Health Expertise and Ability**

- Demonstrated expert level of knowledge, expertise and skills in leading the delivery of contemporary environmental health services and in implementing appropriate interventions and enforcement strategies.
- Demonstrated ability to function as an Area or State-wide environmental health resource, offering clinical advice and consultation on complex environmental health matters.
- Demonstrated ability to deliver complex programs across multiple speciality areas, particularly within cultural capability frameworks and systems to enhance health outcomes for First nations people and communities.

### **Communication and Partnerships**

- Demonstrated ability to provide authoritative expert clinical environmental health advice to internal and external stakeholders and act as an authoritative spokesperson on environmental health issues.
- Demonstrated ability to work collaboratively within and lead a multi-disciplinary team in the delivery of efficient and effective environmental health services.
- Demonstrated ability to develop and maintain partnerships across government agencies and non-government organisations to imbed and address public health priorities through multidisciplinary approaches.

### **Leadership and Management**

- Demonstrated ability to provide strategic and operational management to a team of environmental health officers delivering services across multiple Districts and/or sites.
- Active leadership in the development of high-level service improvement initiatives, performance appraisal, professional development and competence of the environmental health team.
- Demonstrated ability to:
  - Apply strategic direction within a large facility or across multiple facilities.
  - Contribute to the development of professional standards on a District and State-wide basis.

### **Knowledge Management**

- Demonstrated ability to initiate and guide high level environmental health education, promotion and research to address emerging environmental health hazards and risks.

## Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.



## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the Smartjobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government Smartjobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications.
- By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to Smartjobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the Smartjobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3752.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).



# Organisational Chart

Updated March 2024

