

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Environmental Health Officer
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health professional, Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Public Health
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South, North
<b>Reports to:</b>	Senior Environmental Health Officer
<b>Effective Date:</b>	July 2017
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Qualification approved by the Director of Public Health for appointment as an Environmental Health Officer under the Public Health Act 1997 and an authorised officer under the Food Act 2003</p> <p><i>(eg tertiary qualification/program of study approved by the Director of Public Health)</i></p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Eligible for membership with Environmental Health Australia</p> <p>Minimum 5 years professional experience in relevant field</p> <p>Current Driver's Licence.</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Undertake a range of Departmental activities in relation to the promotion, regulation, assessment and surveillance of public and environmental health issues relevant to the functions of Environmental Health.

Provide high level technical and regulatory support to assist the Department to meet both long and short term public health objectives.

Contribute to the ongoing review and implementation of the Public Health Act and its associated guidelines and policies.

Coordinate and implement major parts of the Department's policies and legislation concerning environmental health, including working closely with other Government Agencies, Local Government authorities and other stakeholders to identify and develop strategies to progress state priorities related to environmental health.

## Duties:

1. Develop and implement programs to improve environmental health management.
2. Develop and evaluate guidelines, policies and practices through extensive consultation and negotiation with stakeholders.
3. Undertake risk assessments, inspections, investigations and response relating to public and environmental health legislation, guidelines and policy.
4. Provide high level technical, scientific, strategic and policy advice to senior staff, government agencies, local government, the public and industry on a wide range of public and environmental health issues.
5. Support stakeholders in resolving environmental health issues and in designing and implementing solutions to ensure best-practice, long term compliance outcomes.
6. Develop strategies to implement major sections of the Department's public health legislation and guidelines.
7. Represent the Department on matters concerning environmental health at relevant forum.
8. Participate in the Department's response to significant public health issues.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Broad direction provided by the Manager of Environmental Health. The officer will report to the Senior Environmental Health Officer for day-to-day operational business and professional guidance.
- Expected to operate without significant professional guidance, and to exercise autonomy in day to day operations.
- Responsible for coordinating and supporting the implementation of major sections of current and proposed public health legislation.

- Responsible for the preparation of high-level guidelines, policies and work practices.
- Responsible for the provision of accurate and current advice and risk assessments on a wide range of public and environmental health matters.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. High level understanding of current environmental health issues at a national, state and local level, and an understanding of the wider policy and strategic issues concerning environmental health.
2. Demonstrated ability to communicate, negotiate and advocate effectively through strategic alliances with other relevant government Departments, Local Government, the community and industry.
3. Demonstrated ability to research, interpret, implement and assist in the development of Acts, Regulations, codes of practice and guidelines relevant to environmental health.
4. Demonstrated experience undertaking and documenting environmental health risk assessments.
5. High level oral and written communication skills with proven report writing, project management, presentation and organisation skills, and the ability to work in cross-functional and project-based public health teams.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).