



# POSITION DESCRIPTION

**Directorate:** Health and Community Service Directorate  
**Division:** Population Health  
**Branch:** Health Protection Service  
**Section:** Environmental Health  
**Position Title:** Senior Environmental Health Officer (Public Health Officer)  
**Position No:** 46398  
**Classification:** Health Professional Level 3  
**Location:** Holder, ACT  
**Reports to:** Assistant Director, Environmental Health

## DIRECTORATE OVERVIEW

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The ACT Health Directorate (AHD) is responsible for the stewardship of the health system in the ACT. AHD provides a strong policy and population health capability based on a foundation of world- leading health and medical research.

AHD develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

## DIVISION OVERVIEW

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The Population Health Division is responsible for all strategic health policy, program and quality strategy functions within the ACT Health Directorate. The Group leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Group has a significant focus on health and medical research, professional leadership and education to support the delivery of research-led, evidence based, high quality health care for the ACT.

## BUSINESS UNIT OVERVIEW

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The Environmental Health section works to protect and promote the health of the ACT community through the fostering of safe and healthy environments. Food Safety and Environmental risks are regulated through the *Food Act 2001* and the *Public Health Act 1997*.

Food Safety components are responsible for regulating all aspects of food safety within the ACT while the Environment functions are responsible for all other aspects of Environmental Health. The team conducts a variety of public health regulatory activities, including food safety inspection and management of outbreaks, swimming pool and cooling tower compliance and other potential public health risks such as insanitary conditions. The Environmental Health section works closely with other areas of government such as Access Canberra, the Environmental Protection Authority and Transport Canberra and City Services. The team actively engage in a risk-based approach to bring compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment.

## POSITION OVERVIEW

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This position is suitable for an experienced and qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements. The Health Professional Level 3 is a senior position within the team with mentoring, supervision, and training responsibilities.

Environment responsibilities include conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

## WHAT YOU WILL DO

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The primary duties of this position will include:

- Implementation of Public Health and Food Safety legislation within an operational area.
- Undertake investigations, surveys and enforcement activities and report on inspections, in relation to public and environmental health issues.
- Exercise sound judgment, creativity, innovation and strategic thinking.
- Continually review and improve public and environmental health procedures with a focus on risk-based regulation.
- Provide high quality advice and assistance to proprietors, managers, members of the public and other responsible agencies on the application of public and environmental health standards.
- Provide leadership and professional supervision to Health Professional Level 2 operational staff.
- Work both individually; within a team of health professionals and with professionals from other government agencies.
- Investigation of notifiable diseases and food poisoning outbreaks to minimise and prevent the spread of disease.
- Undertake after hours work as reasonably required.
- Undertake other duties appropriate to this level of classification which contribute to the operations of the section.

## WHAT YOU REQUIRE

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The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Your statement of claims against the below criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of this position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

## **Professional / Technical Skills and Knowledge**

1. Proven high level experience in Environmental Health functions including outbreak investigation, risk based assessment of public health issues and interpretation, application and enforcement of relevant public health legislation.
2. Exercise independent judgment on routine environmental health operational matters and perform complex or critical tasks.
3. Ability to mentor and provide professional support to Environmental Health Officers within the team as they undertake various public health regulatory activities.

## **Behavioural Capabilities**

4. Demonstrated high-level communication, negotiation and liaison skills both written and verbal.
5. Demonstrated ability to work as part of a team, contribute to process improvement and support the leadership team to set priorities, manage workflows and contribute to skills development.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

## **Compliance Requirements/Qualifications**

1. Tertiary qualification –
  - A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or
  - Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://eh.org.au)

Note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

2. Current Drivers Licence
3. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

# WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Specialist Communities Clinician (position number P35022) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Occasionally
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally

Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally
<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally
<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Never
<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently