

Role description

Cairns and Hinterland Hospital and Health Service

Role details

Job ad reference	CAH657168	Classification	HP4
Role title	Environmental Health Officer – Senior Tobacco	Contact name	Amy Coco
Status (temp/perm)	Fixed Term Temporary Full Time until 30 June 2027	Contact number	07 4226 5578
Unit/Branch	Environmental Health Services Tropical Public Health Services	Closing date	Tuesday, 16 September 2025
Directorate/ Hospital and Health Service	Medical Services Cairns and Hinterland Hospital and Health Service	Salary	\$3030.00 - \$4453.50 per fortnight (plus superannuation and leave loading benefits)
Location	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



**Queensland
Government**

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:

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 and.
- 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 physicians, public health nurses, environmental health officers, epidemiologists, data managers, project officers, medical entomologists 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

- Deliver complex regulatory and non-regulatory environmental health services, with a focus on tobacco and other smoking products legislation and compliance activities, across multiple health service areas and/or sites to protect, promote and prevent risks to the community arising from environmental health hazards that impact on the natural and built environment and human health.

- Provide high level Environmental Health advice, whilst exercising independent professional judgement, to peers and relevant internal and external stakeholders.
- Exercise independent judgment and high-level evidentiary skills and experience to undertake complex investigations of relevant health legislation and recommend and implement appropriate interventions and enforcement options.
- Advocate for and apply 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 high level interpersonal and written communication skills.
- Provide professional support, mentoring and on the job training to less experienced staff.
- Operate as a technical reference point within the environmental health team and broader public health unit as required.

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

- Utilise high level knowledge, skills and expertise in environmental health practice across multiple program and health service areas to deliver services that are complex and varied in nature, and to identify and integrate evidence-based options and strategic directions into practice.
- Exercise independent judgment and high-level evidentiary skills and experience to undertake complex investigations of relevant health legislation and recommend and implement appropriate interventions and enforcement options with limited supervision.
- Undertake health risk assessments; research, plan, implement and or oversee the implementation of environmental health projects and programs; and participate in environmental and public health incident responses.

Communication and Partnerships

- Provide complex clinical advice to internal and external stakeholders and prepare comprehensive reports and submissions on environmental health issues to management.
- Work collaboratively within a professional and/or multi-disciplinary team and with key partners and stakeholders in the delivery of environmental health services and public health programs.
- Advocate for and apply 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 high level interpersonal and written communication skills.
- Work within a team environment to provide professional support, mentoring and on the job training to less experienced staff.

Leadership and Management

- Support continuous improvement of local service delivery through contribution to the development of environmental health clinical practices, enforcement, policies and protocols.

- Provide professional mentorship and guidance, in relation to routine procedures and practices, to less experienced environmental health staff and work experience students.
- Support the Team Leader and Manager of Environmental Health in the development, execution and reporting of compliance activities, with a focus in the tobacco and other smoking products sector.

Knowledge Management

- Contribute to continual learning and development of environmental health practice knowledge and expertise through active learning within a team and by engaging in ongoing, relevant professional development and training activities and research.

Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority Environmental Health Australia or deemed eligible for appointment by the Qld Health Environmental Health Officer Appointments Review Committee
Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.

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 requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- Due to the geographical scope of the position, travel will be required which may be up to two weeks away from the office and involve flying in small aircraft, driving long distances on unsealed roads and staying in varying standards of accommodation.
- The appointee may be required to participate in after-hours work and on occasions conduct routine work and respond to emergent issues of public health significance. On-call and recall provisions of applicable IRMs, will apply in these circumstances, as appropriate.

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 Ability and Expertise

- Demonstrated ability to provide advanced environmental health services and deal with complex issues, where established principles, procedures and methods require some expansion, adaptation or modification, with a focus on tobacco and other smoking products compliance.
- Demonstrated ability to utilise professional judgement and decision-making skills to undertake high level duties independently.

Communication and Partnerships

- Demonstrated ability to provide high level environmental health advice to line managers and partners, regarding service delivery and improvement opportunities.
- Demonstrated ability to participate and co-ordinate single-discipline or multidisciplinary teams.
- Demonstrated ability to apply effective written and interpersonal communication skills and public relations skills, and the ability to apply culturally relevant and ethical approaches to communicate and collaborate effectively with organisations and communities including Aboriginal and Torres Strait Islander people.

Leadership and Management

- Demonstrated ability to contribute to the development of environmental health practices to enhance local service improvement initiatives.
- Demonstrated ability to provide professional support and mentorship to less experience environmental health staff to ensure the maintenance of professional standards.

Knowledge Management

- Demonstrated high level ability to develop and contribute to the enhancement of environmental health practice knowledge and expertise, through active learning.

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
- 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.
- 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 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 July 2025
Communications and Engagement team

