



# Health Sydney Local Health District

**POSITION DESCRIPTION**

Reference Number :	415498		
Recruitment Type	General Recruitment		
Position Number :	558424		
Position Title :	Environmental Health Officer F/T		
Cost Centre :	Cost Centre	Code	%
	SYPH - PUBLIC HEALTH GENERAL	477520	100
Organisation unit :	NSW Health Service - Sydney Local Health District		
Location :	Camperdown		
Facility :	Administration		
Advertised Award/Classification	Environmental Health Officers/Environmental Health Off		
Registration/Licence Requirements :	Not Applicable		
Vaccination Category :	Category A		
Employment Screening Check			
National Criminal Record Check :	Yes		
Working With Children Background Check :	Yes		
Working With Aged Care Check :	No		
Responsible To :	Deputy Director & Senior Environmental Health Officer		
Responsible For :	Nil Direct Reports		
	<ul style="list-style-type: none"> <li>To undertake a range of Environmental Health activities that protects and improves the health and wellbeing of the community. These activities are conducted in accordance with relevant legislation, business and operational plans and delegated authority</li> <li>The officer will be also required to undertake some activities outside normal business hours and</li> </ul>		

participate in the PHUs on call roster system.

### **OUR VISION**

The SLHD vision is "*To Achieve Excellence in Healthcare for All*". This embeds concepts of patient and family centred care, 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.

The SLHD goals focus on patients, staff, community and the need for excellence in services, education, research and organisational support. Central to the District's workplace culture are the "CORE Values" articulated by the NSW Ministry of Health in our Code of Conduct. As an employee of SLHD you will be expected to uphold and promote these important CORE Values of Collaboration, Openness, Respect and Empowerment which inform every aspect of the District's activities. These CORE values build upon the public sector values of integrity, trust, service and accountability.

**For more information please go to:**

Purpose Of Position :

<http://www.psc.nsw.gov.au>

[http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015\\_049](http://www1.health.nsw.gov.au/PDS/pages/doc.aspx?dn=PD2015_049)

SLHD is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply for all internal and externally advertised positions. If you require assistance, please advise the contact person at the time of your application.

<p>Key Accountabilities :</p>	<ul style="list-style-type: none"> <li>● Surveillance of environmental health issues and implementation of public health responses to environmental health hazards. The Environmental Health Officer will be responsible for the exercise of powers of entry, investigation, inspection and enquiries under public health legislation administered by the NSW Ministry of Health. This includes being appropriately authorised under the Act 2010 prosecutions under the relevant legislation, assisting in the preparation of standards, guidelines and protocols.</li> <li>● Assist in the research, development, implementation and evaluation of projects and surveys in a range of public and environmental health issues.</li> <li>● Undertake inspections, surveys and projects related to compliance and enforcement activities for tobacco control under the 2008 <i>Public Health (Tobacco) Act, and Smoke Free Environment Act 2000</i>.</li> <li>● Undertake a range of general environmental health activities identified in the Public Health Unit's annual operating plan. These may include health risk assessment for contaminated sites, Legionella monitoring and public health responses, chemical hazards and emergency management, general hygiene issues, Aboriginal environment health, water quality, skin penetration, clinical waste management issues, and responding to public health emergencies and critical incidents.</li> <li>● Liaise with, and provide advice and assistance, as required to, Local Health District staff, other Public Health Units, Ministry of Health, Environmental Protection Authority, other State and Federal Authorities and Agencies, and the public, on environmental health issues. The EHO is responsible for ensuring that such information is correct and consistent with Public Health Unit, LHD or NSW Ministry of Health policy.</li> <li>● Ensure an appropriate consumer-focussed approach to enquiries, investigations, inspections, sampling, reports, recommendations and legal proceedings. In this regard, the EHO must keep fully informed of relevant new policy developments and technical information in all content areas and will ensure that activities are undertaken in a timely efficient manner.</li> <li>● Liaison with infectious diseases staff, within the PHU, in the investigation of individual notified cases of illness and outbreaks, and ensuring that established epidemiological procedures are applied in such outbreaks. Involvement in the development and implementation of public health and health promotion strategies relevant to environmental health issues. Assist with planning for activities related to environmental health, including involvement in achieving the requirements of the LHD in its performance agreement with the Health Protection Workplan.</li> <li>● Participate in emergency management responses with in the Unit, as may be required from time to time, for significant or sustained incidents (which may beacross all disciplines)</li> <li>● Assist with any Statewide surveillance programs initiated by other Public Health Units or the Environmental Health Branch, as agreed upon by the Director of the Public Health Unit. Supervision of the maintenance of the quality and content of any relevant data, and related data bases. The EHO will be involved in local and State committees, as agreed.</li> <li>● Provision of relief to other Public Health Unit professionals, as instructed by the Director of the Public Health Unit, in emergencies, outbreaks or other circumstances.</li> <li>● Preparation of reports, correspondence or presentations on Environmental Health related matters. The EHO is expected to undertake word processing and database input, maintain appropriate files and other documents produced for the unit. The EHO is responsible for ensuring that the quality of written material produced is of a good standard and will contribute to the development of a yearly business plan for the Environmental Health Section and an annual report of achievements. The EHO will be required to give talks and lectures to other organisations on environmental health issues, from time to time.</li> <li>● Undertake all relevant delegations under the NSW Ministry of Health Delegations Manual and other relevant professional duties in agreement with the Director of the Public Health Unit.</li> <li>● The EHO is required to adhere to all policies and procedures of the LHD and NSW Ministry of Health, in particular, to the privacy and confidentiality requirements of the NSW Health system as delineated in the Information Policy, Public Health Act and any other relevant policies relating to privacy</li> </ul>
	<p><i>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</i></p>
<p>Challenges/Problem Solving :</p>	<ul style="list-style-type: none"> <li>● Interacting with multiple stakeholders when dealing with public health issues. Ongoing changes to legislation, policy and practice.</li> <li>● Collaboration and working within a multidisciplinary team.</li> <li>● Being able to interpret complex documents, standards, legislation and guidelines</li> </ul>

Communication :	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills are an essential requirement of this position</li> <li>• Must be able to effectively communicate with, all team members of the Public Health Unit, the public and agencies and other stakeholders.</li> <li>• Excellent letter and report writing skills are essential including preparation of briefs and technical reports.</li> </ul>
Decision Making :	<ul style="list-style-type: none"> <li>• Many of the routine decisions are made in accordance with standard operational practice. Complex decisions will be made under the guidance of the Senior Environmental Health Officer or the Director of the Public Health Unit.</li> <li>• Often work activities can be unpredictable, particularly if there are unforeseen incidents or other demands within the Unit. Being able to prioritise activities when there is a range of demands is an essential requirement of the position.</li> </ul>
Selection Criteria :	<p>Selection Criteria</p> <p>A degree or equivalent qualification in environmental health to permit authorisation under the Public Health Act 2010.</p> <p>Demonstrated experience in dealing with environmental health issues and experience in environmental surveys and statutory auditing.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to meet deadlines, respond to emergencies and work with a minimum of supervision.</p> <p>A demonstrated ability to work within a multidisciplinary team.</p> <p>Commitment to public health principles.</p> <p>Word processing and computer database skills.</p> <p>A current NSW driver's licence (P2 Drivers Licence acceptable).</p>
Staffing :	Nil
Budget :	Nil
Financial Delegation:	Nil

### **JOB DEMANDS CHECKLIST**

<b>Physical Demands</b>	
	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Frequent

<b>Standing</b> - remaining standing without moving about to perform tasks	Constant
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Infrequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Infrequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Infrequent
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Infrequent
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Infrequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Infrequent
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Infrequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Infrequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Infrequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
<b>Driving</b> - Operating any motor powered vehicle	Frequent
<b>Sensory Demands</b>	
	Frequency
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Infrequent
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Infrequent
<b>Touch</b> - Use of touch is an integral part of work performance	Infrequent
<b>Psychosocial Demands</b>	
	Frequency
<b>Distressed People</b> - e.g. Emergency or grief situations	Infrequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Occasional
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	Occasional
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	
	Frequency
<b>Dust</b> - Exposure to atmospheric dust	Frequent
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Occasional
<b>Fumes</b> - Exposure to noxious or toxic fumes	Occasional
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Occasional
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Infrequent
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_