

# POSITION DESCRIPTION

## Environmental Health Officer

### OUR CORE VALUES

#### Collaboration Openness Respect Empowerment

The SLHD vision is *"To achieve excellence in health and 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.

<b>CLASSIFICATION</b>	Environmental Health Off
<b>STATE AWARD</b>	Environmental Health Officers Determination
<b>ESSENTIAL REQUIREMENTS</b>	A degree or equivalent qualification in environmental health to permit authorisation under the Public Health Act 2010 Current NSW Drivers Licence required (P2 Acceptable)
<b>VACCINATION CATEGORY</b>	Category A

<b>PRIMARY PURPOSE</b>	<p>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.</p> <p>The officer will be also required to undertake some activities outside normal business hours and participate in the PHUs on call roster system.</p>
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<b>KEY ACCOUNTABILITIES</b>	<p>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 <i>Public Health Act 2010</i>, the collection of evidence and the laying of information for prosecutions under the relevant legislation, assisting in the preparation of standards, guidelines and protocols.</p> <p>Undertake inspections, surveys and projects related to compliance and enforcement activities for tobacco control under the <i>Public Health (Tobacco) Act 2008</i>, and <i>Smoke Free Environment Act 2000</i>.</p> <p>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</p>
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	<p>management, general hygiene issues, Aboriginal environment health, water quality, skin penetration, clinical waste management issues, and responding to public health emergencies and critical incidents.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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<b>SELECTION CRITERIA</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent qualification in environmental health to permit authorisation under the Public Health Act 2010.</li> <li>• Demonstrated experience in dealing with environmental health issues and experience in environmental surveys and statutory auditing.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to meet deadlines, respond to emergencies and work with a minimum of supervision.</li> <li>• A demonstrated ability to work within a multidisciplinary team.</li> <li>• Commitment to public health principles.</li> <li>• Word processing and computer database skills.</li> <li>• A current NSW driver's licence (P2 Licence Acceptable)</li> </ul>
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<b>KEY CHALLENGES</b>	<ul style="list-style-type: none"> <li>• Interacting with multiple stakeholders when dealing with public health issues. Ongoing changes to legislation,</li> </ul>
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	<p>policy and practice.</p> <ul style="list-style-type: none"> <li>• Collaboration and working within a multidisciplinary team.</li> <li>• Being able to interpret complex documents, standards, legislation and guidelines</li> </ul>
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KEY RELATIONSHIPS	WHO	WHY
	Public Health Agency	To meet and achieve LHD objectives
	Ministry of Health	To meet requirements
	Other Public Health Units	To meet requirements
	Community	Implementing various environmental conditions
	Government Agency / Local Councils	Assist with statutory compliance

OTHER REQUIREMENTS	<p>The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures at both SLHD and NSW Health.</p> <p>Consistent with this all employees are :</p> <ol style="list-style-type: none"> <li>1. Expected to model the NSW Health Core Values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.</li> <li>2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace to the extent of the delegated authority for the role, as per Work Health Safety policy.</li> </ol>
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