

# Job Description

Agency	Department of Health	Work unit	Environmental Health
Job title	Senior Environmental Health Officer	Designation	Professional 3
Job type	Full time	Duration	Ongoing
Salary	\$108,699 - \$121,738	Location	Katherine
Position number	2820	RTF	299547
		Closing	14/07/2024
Contact officer	Joshua Heath on 0491 222 197 or <a href="mailto:joshua.heath@nt.gov.au">joshua.heath@nt.gov.au</a>		
About the agency	<a href="http://www.health.nt.gov.au/">http://www.health.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=299547">https://jobs.nt.gov.au/Home/JobDetails?rtfId=299547</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

Plan, develop and undertake community environmental health promotion and enforcement programs and activities to protect the public from physical, chemical and biological agents in the environment, which may adversely affect human health.

## Context statement

Incorporate working in both an urban and remote community depending on the business needs of the Branch. Employees must travel to remote communities by light aircraft or road. Work hours may range within the standard span of hours.

## Key duties and responsibilities

- Provide leadership, induction, guidance, mentoring, support and expert advice to staff, especially Environmental Health Officers and trainees to ensure the effective delivery of environmental health services.
- Act as an authorised officer and delegate of the Chief Health Officer (CHO) and deputise for the Team Leaders or Environmental Health Manager.
- Ensure that the delivery of environmental health services is coordinated and consistent with legislative requirements, national and international best practice, departmental and program policy and in accordance with detailed operational standard operating procedures.
- Prepare concise reports and correspondence pertaining to the results of enquiries or investigation and undertake file and data management in accordance with legislation, policy, procedures and guidelines.
- Maintain effective collaborative partnerships with government agencies and other key non-government stakeholders.
- Follow defined service quality standards, work health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Foster a positive workplace culture through exemplary leadership practices and role modelling behaviour.

## Selection criteria

### Essential

1. Degree in Environmental Health or degree with appropriate postgraduate qualification in Environmental Health from a recognised tertiary institution, qualifying for recognition as an Environmental Health Officer.
2. Extensive experience in the provision of Environmental Health Services, including knowledge of legislation, policies and practices relevant to the provision of effective environmental health services in urban and remote environments.
3. Exceptional interpersonal, written, and verbal communication skills. Proficient in negotiation, collaboration, and facilitation within multidisciplinary environments. Capable of maintaining positive relationships and effectively liaising with individuals at all levels and from diverse cultural and social backgrounds.
4. Demonstrated knowledge and experience in researching, analysing, coordinating and conveying ideas and concepts clearly and concisely through relevant and timely advice, briefings and written reports to senior executive level.
5. Current unrestricted Australian drivers licence for a manual motor car.

### Desirable

1. Experience in managing teams and programs.
2. Additional qualifications in Government Investigations, Emergency Management, Management, Health Promotion.

## Further information

Positions may be subject to pre-employment checks such as immunisation requirements, working with children clearance notice and criminal history checks. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. For immunisation requirements - Category A (direct contact with blood or body substances) or Category B (indirect contact with blood or body substances), check with contact person for requirements.

Approved: 14<sup>th</sup> June 2024

Chris Monahan Acting Director Environmental Health Services