



**Directorate:** ACT Health Directorate  
**Division:** Population Health  
**Branch:** Health Protection Service  
**Section:** Environmental Health  
**Position Title:** Public Health Officer (Environmental Health Officer)  
**Position No:** 50593, various  
**Classification:** Health Professional Level 2  
**Location:** Health Protection Service, Holder ACT  
**Reports to:** Assistant Director, Environmental Health

## DIRECTORATE OVERVIEW

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The ACT Health Directorate (AHD) is responsible for strategic direction and leadership of the ACT Health system. 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 includes food safety, environmental monitoring and regulation. The team protects and promotes good health of the ACT community through the fostering of safe and healthy environments.

The team is responsible for regulating all aspects of food safety within the ACT while the environment functions include all other aspects of Environmental Health. The teams conduct a variety of public health regulatory activities, including food safety inspection and management of outbreaks, swimming pool and cooling tower compliance inspections 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 a 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.

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 inspections, investigations and enforcement activities in relation to food safety and environmental health issues.
- Provide high quality advice and assistance to internal and external stakeholders including proprietors, managers, member of the public and other responsible agencies on the application of public and environmental health standards.
- Work both individually; within a team of health professionals and with professionals from other government agencies.
- Continually reviewing and improving public and environmental health procedures with a focus on risk-based regulation.
- 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.

### **SELECTION CRITERIA**

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These are the key criteria for how you will be assessed in conjunction with your resume and experience.

Your statement of claims against the selection 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. Demonstrated experience in Environmental Health including conducting routine compliance inspection, complaint investigations and sampling.

2. Ability to exercise independent judgement on routine environmental health operational matters and perform complex or critical tasks under professional supervision.
3. Ability to interpret, apply and communicate Acts, Regulations and Codes of Practice.

### **Behavioural Capabilities**

4. Demonstrated well-developed communication, negotiation, and liaison skills both written and verbal.
5. Ability to work as part of a team, set priorities and monitor workflow in the areas of responsibility under professional supervision.
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. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.