



Directorate: ACT Health Directorate
Division: Population Health
Branch: Health Protection
Section: Environmental Health
Position Title: Trainee / Student Environmental Health Officer
Position No: 12039 (HP1 – Post Graduate) 20401 (Cadet - Undergraduate)
Classification: Health Professional Level 1 / Cadet Professional Officer
Location: Holder, ACT
Reports to: Assistant Director, Environmental Health

DIRECTORATE OVERVIEW

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

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

The Environmental Health section works to protect and promote the health of the ACT community through the fostering of safe and healthy environments. Food Safety and Environmental risks are regulated through the *Food Act 2001* and the *Public Health Act 1997*.

Food Safety components are responsible for regulating all aspects of food safety within the ACT while the Environment functions are responsible for 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, radiation licenses and registrations 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

This position is suitable for an a motivate team member who is working towards an Environmental Health qualification while developing technical and practical on the job experience. The student/trainee positions will be responsible for assisting Environmental Health Officers 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 provide experience in 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 and training includes 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.

Study assistance is provided through reimbursement of tertiary course fees and related expenses on successful completion of subjects. In addition, paid study leave is provided to support successful progression through the Environmental Health qualification.

WHAT YOU WILL DO

The primary duties of this position will include (based on progression of Environmental Health qualifications):

- Provide assistance to the Environmental Health team in implementation of Public Health and Food Safety legislation within an operational area.
- Under supervision and/or independently conduct inspections, investigations and enforcement activities in relation to food safety and environmental health issues.
- Provide 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 review 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

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

SELECTION CRITERIA

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 and/or knowledge 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 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

- Enrolment within an accredited Degree/Post Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://eh.org.au)
- Current Drivers Licence
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.