



## ROLE DESCRIPTION

<b>Role Title:</b>	Environmental Engineer/Scientist
<b>Classification Code:</b>	PO-2
<b>LHN/ HN/ SAAS/ DHA:</b>	DHW
<b>Hospital/ Service/ Cluster</b>	Health Regulation & Protection
<b>Division:</b>	Health Protection & Licensing Services
<b>Department/Section / Unit/ Ward:</b>	Health Protection Branch / Wastewater Management Unit
<b>Role reports to:</b>	Manager, Wastewater Management
<b>Role Created/ Reviewed Date:</b>	17 February 2007 / September 2021
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

Develop and administer legislation and prescribed codes, protocols, guidelines and State-wide public health policy for wastewater and recycled water management.

Evaluate applications for the installation and management of wastewater systems and recycled water schemes including ongoing compliance, monitoring and enforcement.

Provide regulatory advice and education to stakeholders on public health matters relating to wastewater management, treatment, disposal and recycled water use.

Provide representation on national and State committees and forums.

Contribute to the well-being of people in South Australia through incident management and participation in emergency management response.

Contribute to development of public health policy and initiatives to ensure legislative and functional activities are directed toward achievement of Branch objectives.

### Direct Reports:

> Nil

**Key Relationships/ Interactions:**

Responsible to the Manager, Wastewater Management.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Provision of a high level of service to the public, industry and other departments
- > Updating of knowledge and skills to keep pace with new developments and strategies
- > Adapting to changes in service structure and policies in a dynamic environment

**Delegations:**

The incumbent must be able to be appointed as an Authorised officer under the *South Australian Public Health Act 2011*.

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Contribute to public health policies	<ul style="list-style-type: none"> <li>&gt; Contribute to the development and administration of legislation, prescribed codes, protocols, guidelines and public health policy for wastewater management, treatment, disposal and recycled water use, including planning for current and future challenges such as climate change and water security planning.</li> </ul>
Evaluate and approve wastewater systems and recycled water schemes of	<ul style="list-style-type: none"> <li>&gt; Evaluate and approve the installation and management of wastewater systems and recycled water schemes</li> </ul>
Provision of information and contribution to wastewater knowledge	<ul style="list-style-type: none"> <li>&gt; Provide regulatory advice and education to stakeholders on public health matters relating to wastewater management, treatment, disposal and recycled water use.</li> <li>&gt; Provide representation on National and State committees and forums</li> <li>&gt; Contribute to evidence-based forward planning of current and emerging regulatory and technical trends and practices.</li> <li>&gt; Collaborate with other agencies, industry and relevant stakeholders</li> </ul>
Acting as an authorised officer	<ul style="list-style-type: none"> <li>&gt; Compliance and monitoring of wastewater systems and recycled water schemes</li> <li>&gt; Implement enforcement policies developed to fulfil the statutory obligations under legislation administered by the Service.</li> </ul>
Contribution to service delivery and emergency management activities	<ul style="list-style-type: none"> <li>&gt; Contribute to the provision of innovative and efficient approaches to the Health Protection Branch's service development and delivery by:                             <ul style="list-style-type: none"> <li>• undertaking relevant continuous improvement activities; and</li> <li>• maintaining effective links and relationships with the Department, health units and external organisations, as required.</li> </ul> </li> <li>&gt; Contribute to the well-being of people in South Australia through</li> </ul>

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	participation in emergency management response including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
General public Sector Management Aims	> Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Work Health and Safety by adhering to the provisions of relevant legislative requirements.

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > An appropriate tertiary qualification degree in water-related science or engineering field.

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to effectively collaborate and work as a team member, and to work independently.
- >
- > Ability to plan and schedule work activities and meet deadlines with limited supervision.
- > Proven skills in research, investigation and reporting using scientific and/or engineering principles.
- > Proven skills in verbal and written communication with the ability to liaise and effectively communicate with relevant stakeholders such as other agencies, consultants, government authorities, private companies and individuals.
- > Proven ability to assess innovation and new technology using scientific and/or engineering principles and make sound judgements.
- > Demonstrated ability to develop policies and initiatives and prepare technical, legislative and guideline publications.

#### **Experience**

- > Experience in public health engineering/science involving wastewater and recycled water management.
- > Experience in the evaluation, assessment and preparation of complex and technical written reports relating to wastewater and recycled water management.
- > Experience in the principles of design and performance of wastewater and recycled water systems.

#### **Knowledge**

- > Knowledge and understanding of small domestic and commercial wastewater and recycled water systems, and of the principles involved in the design, treatment, construction and installation processes of those systems.
- > Knowledge of the engineering, microbiological and chemical processes associated with wastewater and recycled water systems.
- > Understanding of public health legislation and its administration.

Knowledge of compliance and enforcement principles.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

Post graduate qualification in water-related science or engineering.

### **Personal Abilities/Aptitudes/Skills:**

- > Proven ability to remain flexible and adaptable in a changing management environment with a demonstrated willingness to accept responsibility and commitment to progressive development of knowledge and skills relevant to public and environmental health.

### **Experience**

- > Experience in operation and or management of waste and wastewater collection, treatment, disposal and re-use systems and assessment of exposure to hazards from wastes and wastewater systems.
- > Sound level of experience in the investigation and assessment of and reporting on the technical engineering/scientific aspects on the suitability of the design and/or operation of wastewater systems for the collection, treatment, disposal of wastewater and bio-solids, the re-use of recycled water and bio-solids and or the prevention of public and environmental health incidents.

### **Knowledge**

- > A high level of knowledge of the methods for the investigation of public and environmental health and environmental pollution problems and the assessment of strategies designed to minimise such problems.

**Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > A driver's licence (class car) is essential.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant *WHS Defined Officers must meet due diligence requirements*.
- > *Return to Work Act 2014 (SA)*, *facilitating the recovery, maintenance or early return to work of employees with work related injury / illness*.
- > *Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive*.
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)*.
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'*.
- > *Disability Discrimination*.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual*.
- > *Relevant Australian Standards*.
- > *Duty to maintain confidentiality*.
- > *Smoke Free Workplace*.
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery*.
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate*.
- > The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The Health Protection Branch focuses on the identification, monitoring, investigation and management of environmental factors that impact on the health of the South Australian community. It does this through the development and direct delivery of health protection legislation, policy, advice and services.

The spectrum of public health action provided by Health Regulation and Protection addresses the State Public Health Plan's four priority areas and system building commitments and are consistent with public health service provision in other jurisdictions.

The SA Health Public Health effort is shared across a number of areas including: Health Regulation and Protection' Branches Food & Controlled Drugs; Scientific Services; Health Protection and and the Office of Health Protection.



## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019		Updated legal entities to include new regional LHN's.
V8	20/09/2021		Updated and edited content

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