



ROLE DESCRIPTION

Role Title:	Senior Environmental Engineer / Scientist
Classification Code:	PO-4
LHN/ HN/ SAAS/ DHA:	DHW
Hospital/ Service/ Cluster	Public Health Division
Division:	Health Protection and Regulation
Department/Section / Unit/ Ward:	Health Protection Branch – Wastewater Management Section
Role reports to:	Manager, Wastewater Management
Role Created/ Reviewed Date:	17 February 2007 / December 2015 / March 2022 / February 2024
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<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:

Using **professional engineering and scientific disciplines** develop and administer legislation and prescribed codes, protocols, guidelines and public health policy programs and initiatives relating to wastewater and recycled water management.

Using **specialist knowledge and significant professional judgement**, evaluate and approve applications for the installation and management of **highly complex and novel** wastewater systems and recycled water schemes including ongoing compliance, monitoring and enforcement.

With professional independence, apply best available scientific and engineering industry research to initiate, establish or modify agency processes, guidelines, and principles for consideration by management, State, and National committees.

Provide **expert public health engineering** and regulatory advice and education to stakeholders on public health matters relating to wastewater management, treatment, disposal, and recycled water use of a **highly complex or novel nature**.

In consultation with the Manager, Wastewater, exercise Delegated Authority from the Minister to approve nominated work.

Coordinate unit staff and **lead project teams** to ensure legislative and functional activities are directed toward achievement of Branch objectives.

Provide representation on national and State committees and forums.

Prepare cabinet submissions and policy documentation as required.

Provide internal advice, prepare briefings and corporate correspondence.

Contribute to the well-being of people in South Australia through undertaking rostered **on-call work**, incident management and participation in emergency management response.

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:

- > Authorised officer under the *South Australian Public Health Act 2011* and may exercise delegated authority from the Minister to approve nominated work under the *South Australian Public Health (Wastewater) Regulations, 2013*.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to public health policies	<ul style="list-style-type: none"> > Using professional engineering and scientific disciplines develop and administer 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. > With professional independence, apply best available scientific and engineering industry research to initiate, establish or modify agency processes, guidelines and principles for consideration by management, State and national committees. > Initiate and contribute to evidence-based forward planning of current and emerging regulatory and technical trends and practices. > Collaborate with other agencies, industry and relevant stakeholders of various professional disciplines.

	<ul style="list-style-type: none"> > Prepare cabinet submissions and policy documentation as required.
Evaluate and approve wastewater systems and recycled water schemes	<ul style="list-style-type: none"> > Apply specialist knowledge and significant professional judgement to evaluate and approve the installation and management of wastewater systems and recycled water schemes of a highly complex or novel nature. > Undertake research, investigation and reporting for major projects of State significance. > Undertake risk assessments and validation work for highly complex and novel wastewater and recycled water systems
Provision of information and contribution to wastewater knowledge	<ul style="list-style-type: none"> > Provide expert public health engineering and regulatory advice and education to stakeholders from a range of disciplines on public health matters relating to wastewater management, treatment, disposal and recycled water use of a highly complex or novel nature. > Represent the Branch on inter-agency and National committees. > Lead project teams and train staff > Research and review current operational practices and identify unresolved or emerging issues
Exercise delegated authority and act as an authorised officer	<ul style="list-style-type: none"> > Deputise for the Manager, Wastewater Management Section as required. > Exercise delegated authority in approving wastewater systems in consultation with the Manager, Wastewater Management section. > Compliance and monitoring of wastewater systems and recycled water schemes. > Initiate and implement enforcement policies developed to fulfil the statutory obligations under legislation administered by the Service.
Contribution to service delivery and emergency management activities	<ul style="list-style-type: none"> > Undertake rostered on-call work and provide incident management services. > Provision of internal advice, preparation of briefings and corporate correspondence. > 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"> • undertaking relevant continuous improvement activities; and • maintaining effective links and relationships with the Department, health units and external organisations, as required. > Contribute to the well-being of people in South Australia through 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	<ul style="list-style-type: none"> > 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

- > Must hold an appropriate tertiary degree in environmental engineering, environmental health or a water-related science.

Personal Abilities/Aptitudes/Skills:

- > Ability to work **without professional direction within broad guidelines to achieve organisational goals.**
- > **Ability to operate in a very complex, specialised environment with professional independence.**
- > **Proven** ability to use engineering and/or scientific principles **with significant professional judgement**, to evaluate innovative and new technology and undertake research, investigation and reporting for major projects **where a lack of precedent exists.**
- > Ability to **lead** a task-oriented team, to **supervise and train other staff**, to collaborate and work as a team member, and to work **independently.**
- > Ability to plan and schedule work activities and meet deadlines with limited to no supervision and accept responsibility for work of a high standard with a proven ability to develop a practical and innovative approach to solving complex public and environmental health problems.
- > **Advanced** public relations skills and verbal and written communication with the ability to liaise and effectively communicate with relevant stakeholders **from a range of professional disciplines** such as other agencies, consultants, government authorities, **research bodies**, private companies and individuals.
- > Demonstrated ability to develop policies and initiatives and prepare technical, legislative and guideline publications using high level research, evaluation, investigation and reporting skills.

Experience

- > Experience as a **senior public health engineering specialist** in the design and performance of wastewater and recycled water management systems using **recognised engineering and scientific principles.**
- > Experience in applying **specialist knowledge and significant professional judgement** to the evaluation, assessment and preparation of **highly complex** reports relating to wastewater and recycled water management, to assess innovative and new technology and undertake research, investigation and reporting for major projects **where a lack of precedent exists.**
- > **Experience in undertaking** assessment of exposure to hazards from **highly complex and novel** wastewater and recycled water systems using a **first-principles approach.**
- > **Experience in developing policies and technical, legislative and guideline publications using high level research, evaluation, investigation and reporting skills and comprehensive professional knowledge.**
- > **Experience in risk management, emergency management and incident response for the water industry.**

- > **Experience in participation on inter-agency and national committees to develop policy, planning and other initiatives.**

Knowledge

- > **Extensive, up-to-date** knowledge and understanding of wastewater and recycled water systems, and of the **engineering** principles involved in the design, treatment, construction and installation processes of those systems.
- > **Comprehensive specialist knowledge across a range of professional disciplines** including engineering, science, research and regulatory disciplines associated with wastewater and recycled water systems.
- > **Comprehensive** understanding of public health legislation and its administration.
- > **Comprehensive** knowledge of compliance and enforcement principles.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post graduate qualification in water-related science, public health, or environmental 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 managing teams and complex projects involving science and engineering disciplines.
- > Experience in formulating policy and determining professional standards, objectives, and priorities to achieve branch goals.
- > Experience in initiating and managing projects and programs to achieve branch objectives and priorities.

Knowledge

- > Detailed knowledge of government policies and procedures, including methods for the investigation of public and environmental health 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