

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Environmental Health Officer
<b>Position Number:</b>	501061
<b>Classification:</b>	Allied Health Professional Level 4
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - Public Health Services
<b>Position Type:</b>	Permanent/Full-Time
<b>Location:</b>	South
<b>Reports to:</b>	State Manager Environmental Health Services
<b>Effective Date:</b>	July 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Qualification approved by the Director of Public Health for appointment as an Environmental Health officer under the <i>Public Health Act 1997</i> and an authorised officer under the <i>Food Act 2003</i> (eg tertiary qualification/program of study approved by Director of Public Health)</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Eligible for membership with Environmental Health Australia</p> <p>Minimum 5 years professional experience in relevant field</p> <p>Current Driver's License</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Provide professional support in the implementation of environmental health services, provision of expert advice to clients and enforcement of relevant legislation

Monitor environmental health standards within the State to ensure full implementation of Departmental policy, established work practices and relevant legislation.

Coordinate the operations of the Environmental Health team and review the delivery of programs.

## Duties:

1. Perform complex and specialised tasks to better meet the changing needs of environmental health and the operations of environmental health programs, including monitoring environmental health standards prescribed by legislation, guidelines and policy to ensure compliance.
2. Provide accurate and expert written and/or oral advice to inform senior management on issues likely to affect performance and make recommendations to the State Manager Environmental Health Services and Director of Public Health, on environmental health matters and on significant and emerging issues impacting the health of Tasmanians..
3. Undertake a risk management approach to the implementation of audits, projects, inspections, assessments, investigations and enquiries to ensure compliance with requirements.
4. Management of the Environmental Health team including co-ordinating and conducting the training and development of team members in expertise relating to environmental health and assist in the planning and review of the environmental health work programs each year, including the personal performance planning of Environmental Health team members.
5. Prepare and evaluate reports, briefs, ministerial requests and other correspondence for submission to the State Manager Environmental Health Services and Director of Public Health, with appropriate advice and recommendations.
6. Initiate and contribute to the overall development and monitoring of policies and procedures to reflect current trends and best practice in environmental health.
7. Establish consultative links and maintain strong communications with personnel within Public Health Services and the broader Department of Health as well as key stakeholders in local government, other State and Commonwealth Departments, other non-government organisations and community groups.
8. Represent Public Health Services and the Environmental Health Unit/PHEOC on relevant local, state and national environmental health committees, working groups and or forums.
9. Promote state-wide awareness of the roles and functions of Public Health Services and the Environmental Health Unit.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Provide a leadership and direction role to the staff of the Environmental Health team within the Environmental Health Unit.
- Resolve complex operational and technical problems related to public and environmental health using risk management principles.
- Initiate and actively contribute to service development, quality program, professional development program and research activities.
- Exercise a high level of initiative and independent professional judgment in the resolution of more complex professional problems
- Assist in business planning for the Environmental Health Unit.
- Provide a 24-hour state-wide on-call service on public and environmental health matters.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Thorough knowledge of environmental health legislation, inspectorial functions, policies, procedures
2. Demonstrated knowledge and understanding of risk assessment and management and other contemporary environmental health issues at the local, state, national and international level.
3. Demonstrated high-level written and oral communication skills, and inter-personal and public relation skills.
4. Demonstrated ability to manage team members in the enforcement of legislation and in the implementation of work unit practices and programs to achieve the Unit's goals and objectives.
5. Ability to train and develop team members utilising personal performance planning and assessment.
6. Ability to initiate, manage and implement project work and to work as both an integral team member and a project team leader.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#)