

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Environmental Health Manager
<b>STAFFLINK POSITION NO.</b>	
<b>COST CENTRE</b>	251093
<b>CLASSIFICATION</b>	Health Managers (State) Award
<b>AWARD</b>	Public Hospitals (Professional & Associated Staff) Conditions of Employment (State) Award 2022
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	None
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	Working With Children and National Criminal Record Check
<b>RESPONSIBLE TO</b>	Director Public Health Unit
<b>RESPONSIBLE FOR</b>	Environmental Health Risk Manager, Tobacco Compliance Officer and Environmental Health Officer
<b>PRIMARY PURPOSE OF THE ROLE</b>	The Environmental Health Manager will take a lead role in coordinating and supporting environmental health protection activities within the geographical area served by the Northern Sydney LHD. They will also have input into strategic approaches to assist in the management of contemporary environmental health issues such as regulatory management of environmental risks, the assessment of the health impacts of major projects and undertaking environmental health risk assessments. A major challenge will be the fostering and maintenance of partnerships with local government and other state agencies.
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<p>Manage and provide effective leadership to the environmental health team within the Public Health Unit.</p> <p>Design, manage, coordinate and participate in regulatory activities as required under the Public Health Act, Public Health (Tobacco) Act, the Smoke-free Environment Act and other related legislation including microbial control, swimming pool regulation, skin penetration regulation, disposal of human bodies and tobacco control.</p> <p>Manage, oversee, review and/or assess environmental health risk assessments and management plans. Investigate potential environmental health hazards such as chemical contamination, air pollution and noise control and objectively report on these</p> <p>Perform as the Public Health Emergency Commander for NSLHD, provide strategic emergency management advice to the director, actively participate in public health emergency management and represent the Public Health Unit at the NSLHD Counter Disaster Committee.</p> <p>Undertake effective investigation of individual notified cases of illness and outbreaks related to environmental sources, ensuring that established epidemiological procedures are applied in such outbreaks.</p> <p>Develop and maintain strong working relationships with key stakeholders, especially with local government authorities within the Northern Sydney Local Health District and other state agencies operating within the district, to</p>

	<p>identify opportunities for collaboration and shared best practice with respect to the environmental health.</p> <p>Provide strategic input into the activities of the statewide Environmental Health Network including developing guidelines and policies by supporting transformational change in a large and complex healthcare organisation that has a variety of differing viewpoints</p> <p>Provide leadership in environmental health planning, research and projects and work as a team to provide high quality outcomes by managing and supporting the Environmental Health Risk Manager, Environmental Health Officer and Tobacco Control Officer.</p>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	<p>Maintain contemporary knowledge of current Health Risk Assessment techniques and their application</p> <p>Increase capacity of Local Government Authorities to assess and manage environmental health risks</p> <p>Advocate for health input into assessment of major infrastructure projects</p>	
	WHO	WHY
	Health Protection NSW & other LHD PHUs	Provide input into Environment Health policy
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	Facility managers within NSLHD	Provide input into Environment Health policy and coordinate response to issues impacting across LHDs
	NSLHD Counter Disaster Unit	Disaster preparedness and coordination of response to issues impacting across the LHD
	WHO	WHY
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 2)</i>	Local Government Authorities in NSLHD	Assist with assessment and management of environmental hazards managed by LGA
	NSW EPA	Coordinate response to mitigate health risks from environmental hazards being managed by EPA
	WHO	WHY
<b>SELECTION CRITERIA</b> <i>(Minimum of 3 maximum of 8)</i>	<p>Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.</p> <p>Tertiary qualifications and/or experience in public health, environmental health, engineering, chemistry, microbiology or other relevant science discipline, or equivalent experience.</p> <p>Demonstrated experience and expertise in the application of Health Risk Assessment principles and techniques to manage environmental hazards.</p> <p>Ability to consult and liaise with a variety of both internal and external stakeholders including other state agencies, local government authorities and community groups.</p> <p>Demonstrated ability to exercise sound judgment, initiative and problem-solving skills in a professional manner whilst maintaining a high workload with competing priorities</p> <p>Demonstrated experience in strong analytical and organisational skills particularly assessing environmental health risk assessments and potential environmental health management plans.</p> <p>High-level oral and written communication skills including the ability to negotiate, influence and communicate including capacity to prepare high quality reports, briefings and correspondence.</p>	

## JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis  
 Occasional: activity exists up to 1/3 of the time when performing the job  
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job  
 Constant: activity exists for more than 2/3 or the time when performing the job  
 Repetitive: activity involved repetitive movements  
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Infrequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Infrequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasional
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Infrequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Infrequent
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Infrequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Occasional
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
<b>Driving</b> - Operating any motor powered vehicle	Occasional

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Infrequent
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Constant
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Infrequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Not applicable
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Infrequent
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Infrequent
<b>Fumes</b> - Exposure to noxious or toxic fumes	Infrequent
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Not applicable
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent