



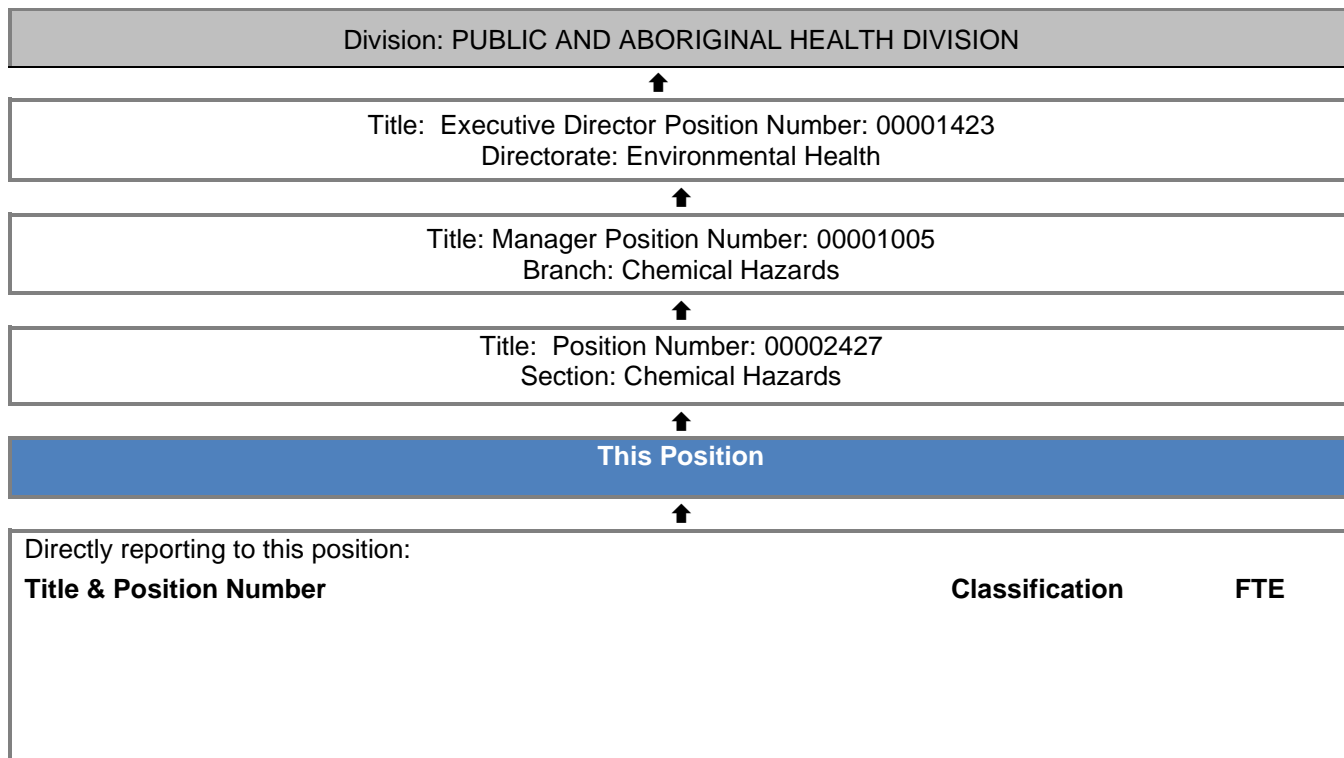
POSITION DESCRIPTION

Position Number	00002427
Position Title	Senior Scientific Officer
Classification	PSO SC Level 3
Division	Public and Aboriginal Health
Directorate	Environmental Health
Branch	Chemical Hazards
Position Status	Permanent
Award	Public Sector CSA Agreement
Site Location	Royal Street, East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Purposeful, Caring, Collaborative, Open, Outcome-Focussed

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Develops and implements suitable strategies for managing environmental health risks including Health Risk Assessment and related processes. Provides expert technical support and advice on managing environmental health risks including Health Risk Assessments and related processes to Manager CHU and the Executive Director, Environmental Health, the Executive and other professionals in the division. Assesses proposals and HRAs and makes recommendations for conditions of approval to protect Public Health. Prepares reports, ministerial correspondence and senior management submissions.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

1. Assists with the development and implementation of strategies and policies for managing environmental health risks and related processes for the Department of Health Western Australia
2. Develops draft policy on managing environmental health risks and related processes as required.
3. Contributes to the setting and achievement of Unit and Directorate objectives.
4. Provides expert technical support and advice on managing environmental health risks to the Manager CHU, the Director, Environmental Health, the Executive and other professionals in the division.
5. Maintains a close liaison and consults with senior international, federal, state, local and non-government agencies, professional associations and community groups concerning Health Risk Assessment (HRA) and related processes.
6. Evaluates scientific data and carries out risk assessment of proposals and HRAs, makes recommendations for conditions of approval.
7. Contributes to the development of environmental health standards at State and national levels.
8. Provides advice to other organisations (including government departments) and the public as required.
9. Researches, prepares and follows up responses to ministerial correspondence.
10. Prepares and delivers lectures, attends and participates in meetings, both scientific and committee, as directed.
11. Produces educational material (e.g. Pamphlets, guidelines) on environmental health risks, HIA and related processes
12. Performs other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Bachelor Degree Qualifications in Science with a biological, environmental, environmental health or medical emphasis.
2. Excellent interpersonal, consultation and negotiation skills at all levels of government and non-government agencies.
3. Excellent verbal and written communication skills, including the ability to research and develop reports and briefings and provide advice and recommendations on complex issues.
4. Excellent organisational skills, including demonstrated ability to manage priorities and working to a steering group.
5. Demonstrated experience in project management, research and planning, linked to strategy development.
6. Significant experience in policy development and implementation.
7. Excellent conceptual, research and analytical skills.

Desirable Selection Criteria

1. Comprehensive knowledge of environmental health issues at a national and state level.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Factors

- Current 'C or C-A' class drivers licence.
- The ability to travel and stay away from home as required.
- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: