



Senior Environmental Health Consultant

Environmental Services

Position number	00036305
Agreement	Public Sector CSA Agreement 2019 , or as replaced.
Classification	Level 6
Reports to	Manager Asset Planning Services (Level 8)
Direct reports	Project Officer, Environmental Health (Level 4)

Context

The Infrastructure Division has responsibility for the provision of facilities (land, buildings and equipment,) which include demographic forecasting and facilities planning, strategic asset management, capital works programs and the maintenance and minor works programs.

The Asset Planning and Services Directorate is responsible for long term planning land, development of strategic asset plans, policies and processes within an asset planning framework and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services, and property management.

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Key responsibilities

Specialist Services

- Investigate, assess and report on environmental health and site contamination issues, when required, including oversight and management of investigations undertaken by independent environmental health consultants.
- Undertake research and develop, implement and evaluate policies, guidelines and other tools for the sound management of environmental health issues in all Department sites.
- Provide advice and support to schools and Department work places, ensuring that environmental health and site contamination issues are identified and addressed in line with legislative requirements and Departmental policy and protocols.
- Develop and prepare reports, briefings and ministerial requests relating to environmental health and contamination issues.
- Liaise, consult and negotiate with key external stakeholders and interested parties, including state, federal and local government agencies.

- Represent the Department on a variety of committees and working parties, where required.
- Provide advice and support to the Manager Asset Planning Services and, as required, to the Director, Asset Planning and Services.
- Provide information and advice through briefing notes to the Director General and Minister and prepares Ministerial and Departmental responses to enquiries from school communities and members of the public.

Branch Support

- Lead and support team members within the Environmental Health team.
- Work in a team environment to ensure that environmental health issues are identified and assessed according to Departmental policy, criteria and protocols.
- Coordinate and monitor the activities of direct reports to provide a high quality service to customers.
- Assist in ensuring compliance with the Branch and Division's policies, procedures and standards.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Participate in performance management activities to ensure your development meets your personal goals and business needs.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on intra and inter agency committees and working parties.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Customer and Stakeholder Support and Liaison

- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Develop and maintain effective communication links and working relationships within the Division and across the Department to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial understanding and experience in environmental health.
2. Demonstrated highly developed written communication skills, including considerable experience to prepare quality reports and briefings.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to deal effectively with a wide range of individuals at all levels.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative input into the development and implementation of policies and procedures.
5. Demonstrated highly developed research and investigation skills.
6. Demonstrated highly developed organisational skills, including the ability to deliver agreed outcomes within specified timeframes.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 22 June 2021
Reference D21/0322413