

POSITION DESCRIPTION

Directorate:	Health and Community Services	Position No:	34410, various
Division:	Population Health	Classification:	Health Professional Level 2 (HPO2)
Branch:	Health Protection Service		
Section:	Environmental Health	Location:	Health Protection Service, Holder ACT
Position Title:	Public Health Officer (Environmental Health Officer)	Last updated:	July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Population Health Division is responsible for all strategic health policy, program and quality strategy functions within the ACT Health Directorate. The Group leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Group has a significant focus on health and medical research, professional leadership and education to support the delivery of research-led, evidence based, high quality health care for the ACT.

BUSINESS UNIT OVERVIEW

The Environmental Health section includes food safety, environmental monitoring and regulation. The team protects and promotes good health of the ACT community through the fostering of safe and healthy environments.

The team is responsible for regulating all aspects of food safety within the ACT while the environment functions include all other aspects of Environmental Health. The teams conduct a variety of public health regulatory activities, including food safety inspection and management of outbreaks, swimming pool and cooling tower compliance inspections and other potential public health risks such as insanitary conditions. The Environmental Health section works closely with other areas of government such as Access Canberra, the Environmental Protection Authority and Transport Canberra and City Services. The team actively engage in a risk-based approach to bring compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment.

POSITION OVERVIEW

This position is suitable for a qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements.

Environment responsibilities include conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

WHAT YOU WILL DO

The primary duties of this position will include:

- Implementation of Public Health and Food Safety legislation within an operational area.
- Undertake inspections, investigations and enforcement activities in relation to food safety and environmental health issues.
- Provide high quality advice and assistance to internal and external stakeholders including proprietors, managers, member of the public and other responsible agencies on the application of public and environmental health standards.
- Work both individually; within a team of health professionals and with professionals from other government agencies.
- Continually reviewing and improving public and environmental health procedures with a focus on risk-based regulation.
- Investigation of notifiable diseases and food poisoning outbreaks to minimise and prevent the spread of disease.
- Undertake after hours work as reasonably required.
- Undertake other duties appropriate to this level of classification which contribute to the operations of the section.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in Environmental Health including conducting routine compliance inspection, complaint investigations and sampling.
2. Ability to exercise independent judgement on routine environmental health operational matters and perform complex or critical tasks under professional supervision.
3. Ability to interpret, apply and communicate Acts, Regulations and Codes of Practice.

Behavioural Capabilities

4. Demonstrated well-developed communication, negotiation, and liaison skills both written and verbal.
5. Ability to work as part of a team, set priorities and monitor workflow in the areas of responsibility under professional supervision.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements/Qualifications

1. Tertiary qualification –

- A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or
- Graduate Diploma in Environmental Health recognised by Environmental Health Australia
[Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://eh.org.au)

Note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

2. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.