

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health

Business Unit: Health Protection Service

Position Title: Senior Environmental Health Officer (Public Health Officer)

Position Number: P56848

Classification: Health Professional Level 3

Location: Holder, ACT

Last Reviewed: 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 HCSD. The Division leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Division 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 works to protect and promote the health of the ACT community through the fostering of safe and healthy environments. Food Safety and Environmental risks are regulated through the *Food Act 2001* and the *Public Health Act 1997*.

Food Safety components are responsible for regulating all aspects of food safety within the ACT while the Environment functions are responsible for all other aspects of Environmental Health. The team conducts a variety of public health regulatory activities, including food safety inspection and management of

outbreaks, swimming pool and cooling tower compliance 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 City and Environment Directorate. 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 an experienced and 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 is also 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.

The role also involves 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 investigations, surveys and enforcement activities and report on inspections, in relation to public and environmental health issues.
- Exercise sound judgment, creativity, innovation and strategic thinking.
- Continually review and improve public and environmental health procedures with a focus on risk-based regulation.
- Provide high quality advice and assistance to proprietors, managers, members of the public and other responsible agencies on the application of public and environmental health standards.
- Provide leadership and professional supervision to Health Professional Level 2 operational staff.
- Work both individually; within a team of health professionals and with professionals from other government agencies.
- 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.
- The Senior Environmental Health Officer is a senior position within the team with mentoring, supervision, and training responsibilities.

WHAT YOU REQUIRE

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

Your statement of claims against the below criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of this position. It is therefore in the interests of candidates to present

their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Professional / Technical Skills and Knowledge

1. Proven high level experience in Environmental Health functions including outbreak investigation, risk-based assessment of public health issues and interpretation, application and enforcement of relevant public health legislation.
2. Exercise independent judgment on routine environmental health operational matters and perform complex or critical tasks
3. Ability to mentor and provide professional support to Environmental Health Officers within the team as they undertake various public health regulatory activities.

Behavioural Capabilities

4. Demonstrated high-level communication, negotiation and liaison skills both written and verbal.
5. Demonstrated ability to work as part of a team, contribute to process improvement and support the leadership team to set priorities, manage workflows and contribute to skills development.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements/Qualifications

- 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.

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