

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Position Number: P58219 (Undergraduate)
P12046 (Postgraduate)

Division: Population Health

Classification: Admin Service Officer (ASO) 3 (Undergraduate) Health Professional Officer (HPO)1 (Postgraduate)

Business Unit: Environmental Health

Position Title: Student Environmental Health Officer

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 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 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 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 an a motivate team member who is working towards an Environmental Health qualification while developing technical and practical on the job experience. The student positions will be responsible for assisting Environmental Health Officers in a wide range of regulator functions including 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 provide experience in 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 and training 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.

Study assistance is provided through reimbursement of tertiary course fees and related expenses on successful completion of subjects. In addition, paid study leave is provided to support successful progression through the Environmental Health qualification. Completion of the undergraduate degree is expected within 6 years (part time study). On successful completion of the Environmental Health qualification the position transfers to a Health Professional Officer 1 (HPO1).

WHAT YOU WILL DO

The primary duties of this position will include (based on progression of Environmental Health qualifications):

- Help the Environmental Health team in implementation of Public Health and Food Safety legislation within an operational area.
- Under supervision and/or independently conduct inspections, investigations and enforcement activities in relation to food safety and environmental health issues.
- Provide 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 review 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.
- Progress through an accredited Bachelor Degree program in Environmental Health

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated understanding and/or knowledge in Environmental Health functions.
2. Ability to problem solve and perform tasks under professional supervision.

Behavioural Capabilities

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

Compliance Requirements / Qualifications

- Enrolment or ability to enrol in an accredited Degree/Post Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://eh.org.au)
- Background / Security clearance checks will be conducted]
- Driver's license Class C is essential.
- This position requires a pre-employment medical

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of The Student Environmental Health Officer. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Frequently
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Frequently
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required (Protective footwear, hat, protective eyewear, ear plugs, P2 mask)	Frequently