

JOB TITLE: Health Protection Officer, Environment and Regulation Cluster

1. PURPOSE OF POSITION

To promote, protect and conserve the health of the community in relation to the physical, chemical and biological determinants of health in all aspects of the human environment, by meeting Taranaki District Health Board’s (TDHB) contractual obligations to the Ministry of Health and other funders.

These services support the Taranaki District Health Board vision, "Taranaki, together a healthy community – Taranaki Whanui he rohe oranga”

To provide operational Health Protection Officer capacity in agreed and specified areas. To participate in the Health Protection on-call after-hours roster.

This position is open to applicants who have (or are currently completing) the base qualifications required to be designated as a Health Protection Officer, but who have not previously been designated as a Health protection Officer. In such instances a personal designation work-plan will be developed for the applicant with work being prioritised to achieve designation status.

2. ORGANISATIONAL VALUES

The Taranaki District Health Board (TDHB) is committed to the strategic actions and behaviours of ‘Work Together’:

- Treating people with trust, respect and compassion
- Communicating openly, honestly and acting with integrity
- Enabling professional and organisational standards to be met
- Support achievement and acknowledging successes
- Creating healthy and safe environments
- Welcoming new ideas

3. DIMENSIONS

Reports to:	Manager, Health Protection
Number of people reporting to you	-
Financial limits authority	-
Operating Budget	-

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4. WORKING RELATIONSHIPS

External	Internal
<p>Medical Officers of Health (MOsH) Health Protection Officers (HPOs) and Technical Officers Health Promoters Maori Health Team Hospital and Community Based services provided by TDHB Communications Team Emergency Management Team Human Resources Public Health Nurses</p>	<p>Non-Governmental Organisations (NGOs) Ministry of Health (MoH) Local Authorities – EHOs Taranaki Regional Council Maori Health Providers Other national Health Protection/Public Health Managers PHOs/GPs and Practice Nurses Early Childhood Centres Institute of Environmental Science & Research Ltd (ESR) Ministry for Primary Industries Hazardous Substances Technical Liaison Committee Ministry of Business, Innovation and Employment Worksafe Department of Conservation Community Groups General Public Emergency Services e.g. fire, police, and ambulance Port of Taranaki</p>

5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
<p>1. Team Work</p>	<ul style="list-style-type: none"> • Establish and maintain good working relationships with colleagues and other members of professional networks • Encourages individual actions and contributions • Enhances the success of the service • Demonstrates culturally appropriate behaviour • Lead, participate and contribute to team and other meetings • Perform such other duties as are reasonable required by Managers within the Public Health Unit (PHU) • Share Information and knowledge freely • Annual Performance appraisal • Complaints and enquiries are responded to in a timely and professional manner and in accordance with relevant protocols • Carry out responsibilities in accordance with national and local Health Protection standard operating procedures and protocols • Comply with all Taranaki District Health Board training requirements
<p>2. Support of Public Health Projects</p>	<ul style="list-style-type: none"> • Take an active part in health education and promotion in anticipation of community issues as they relate to health protection (communicable diseases, environmental health, food, emergency management) and in accordance with contracts • Participate in annual service planning • To assist the PHU in achieving compliance with the requirements of the Sale and Supply of Alcohol Act 2012 • Ensure licensing inspections/reports are undertaken in accordance with the Act • Provide education to the licence applicants and other key groups regarding 'health' provisions under the Act • Participate in late night inspections (or after-hour duties) in relation to the Act • Participate in the successful development and implementation of public health projects and the PHU's service delivery annual plan • Achievement of key milestones and deliverables • Carry out responsibilities in accordance with current national/ local operating procedures/ protocols

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<p>3. Environment Health</p>	<ul style="list-style-type: none"> • To assist the PHU in achieving compliance with the requirements of the Health Act 1956 and prescribed within the Environmental Health Section of the MoH contract • Ensure Health Protection Officer duties are undertaken in accordance with contract requirements and quarterly work schedules • Undertake statutory functions in terms of the Health Act 1956, the Resource Management Act 1991, the Hazardous Substances and New Organism Act 1996, Psychoactive Substances Act 2013, Biosecurity Act 1993, and Smokefree Environments Act 2003 • Provide education to the public on Environmental Public Health issues • Liaise, develop and maintain relations with Maori stakeholders in Taranaki • Develop and maintain relations with Taranaki Regional Council and District Councils so public health matters can be dealt promptly and efficiently • Maintain competency requirements to ensure designation(s) and warranted activities remain current • Carry out responsibilities in accordance with current operating procedures/ protocols • Attend and respond to ALL public health related incidents in a timely and professional manner • Participate in training activities regionally or nationally to build on 'public & environmental health' experiences and expertise • Participate in after-hours oncall roster
<p>4. Communication, Liaison and Coordination</p>	<ul style="list-style-type: none"> • To support strong communication and liaison with other teams in the unit to reduce duplication and maximise opportunities to improve health outcomes • Ensure there is a clear and timely communication within the PHU and with MoH on specific issues • Represent the PHU at relevant meetings • Liaise with other services and departments/units within TDHB, Regional and Local Councils, Port Authorities and Government Departments
<p>5. Continuous Quality Improvement</p>	<ul style="list-style-type: none"> • Participate in quality improvement activity and use appropriate tools and techniques • Identify quality improvement opportunities • Provide good customer services • Responding to complaints in a timely and professional manner
<p>6. Environment and Facilities</p>	<ul style="list-style-type: none"> • To comply with the requirements of the Health and Safety at Work Act 2015 and associated Taranaki District Health Board workplace policies.
<p>6. Personal and Professional Development</p>	<ul style="list-style-type: none"> • Maintains and extend knowledge and skill base relating to relevant issues, trends and practice • Ensures Participates in Public Health Workforce

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	<p>Development Plan</p> <ul style="list-style-type: none"> • Opportunities for personal and professional development are identified and wherever possible, taken • Maintains designation as a HPO, HSNO, Biosecurity, Smokefree, Psychoactive Substances as required by the Manager – Health Protection • Attends required refresher/training course provided by the MoH and nominated by the MoH and Manager - Health Protection • Goals are set during performance appraisals and are met within the specified timeframe • New responsibilities are accepted as old responsibilities are delegated and new knowledge and skills are acquired • Participates in own performance reviews
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Organisational Accountabilities	Expected Outcome for all Employees
Health Equity	<p>The TDHB strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:</p> <ul style="list-style-type: none"> • the Pae Ora Framework which requires: <ul style="list-style-type: none"> ○ Demonstrating the principles of Partnership, Participation and Protection under the Treaty of Waitangi; ○ improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in the TDHB Pae Ora Framework, Appendix 1; ○ Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori; ○ Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy; ○ Ensuring appropriate health literacy responses are used for effective engagement with Māori; • You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the TDHB Ethnicity Data Collection Policy and procedures; <p>You must attend the Cultural Competency training provided by and for staff of the TDHB including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.</p>

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Organisational Accountabilities	Expected Outcome for all Employees
Health and Safety	<ul style="list-style-type: none">• Maintains a safe and healthy environment• Complies with health & safety policies and procedures• Carries out work in a way that does not adversely affect their health and safety or that of other workers• Complies with procedures and correctly use personal protective equipment and safety devices provided• Contributes to hazard identification and management process• Reports accurately near misses/incidents/accidents in a timely manner• Participates in health and safety matters
Personal Development	<ul style="list-style-type: none">• Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills.• Participates in the performance appraisal process where personal performance and development is reviewed.• Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.

6. VARIATION TO DUTIES

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the **Public Health** team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
<p>Effective Communication</p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p>Decision Making/Problem Solving</p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p>Innovation/Initiative</p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p>Resilience/Flexibility</p> <p>Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</p>
<p>Cultural Safety</p> <p>Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.</p>
<p>Teamwork</p> <p>Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success</p>

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8. EDUCATION

Recognised qualification of a Health Protection Officer (Royal Society of Health Diploma, Diploma/Degree Health Sciences majoring in Environmental Science or approved NZQA qualification).

Knowledge of Te Tiriti O Waitangi (Treaty of Waitangi).

Knowledge of basic toxicology and hazardous substances, communicable disease, disease transmission and infection control.

Technical knowledge in respect of Public Health infrastructure such as water supplies, sewage treatment disposal and waste management.

Knowledge of Public Health legislation, court processes, Public Health values, history and method, Public Health legislation theory, practice and ethics and Ottawa Charter.

Understanding of and the ability to apply the principles of epidemiology, health promotion, programme evaluation and health impact assessment.

9. SKILLS

Eligible to be designated as a Health Protection Officer by the Director General of Health.

To exercise judgment and to use information to make decisions about people, operations and objectives, prioritise task and manage several activities simultaneously.

Excellent interpersonal skills and proven ability to create effective working relationships.

Ability to work effectively within a multi-disciplinary team.

Ability to work flexible hours/and out of hours and move from one location to another if required.

Proven experience in managing and prioritising own workloads, including administrative functions.

Excellent interpersonal skills and proven ability to create effective working relationships.

Computer literate in Microsoft packages including Word and Excel.

Hold a current drivers licence and be able to competently drive a vehicle.

10. EXPERIENCE

Work experience in the application of environmental health, disease control, smokefree environments and liquor licensing statutes.

Proven experience in managing and prioritising own workloads, including administrative functions.

Understanding of cultural needs and able to apply that understanding to culturally appropriate project methods.