Job Description

Health Protection Officer
Toi Te Ora – Public Health Service

Report to: Health Protection Team Leader

Liaises with: Health Protection Team
Health Services Development Team
Health Improvement Team
Support Staff

Toi Te Ora - Public Health Service
‘Toi Te Ora’ suggests the idea of enduring wellbeing. ‘Toi’ is the name of a celebrated ancestor in the Eastern Bay of Plenty and ‘Ora’ is to be alive, well and healthy.

Toi Te Ora – Public Health Service (Toi Te Ora) is funded by the Ministry of Health and is the public health unit for the Bay of Plenty and Lakes District Health Boards.

Toi Te Ora’s purpose is to:

“Improve and protect the health of the population in the Lakes and Bay of Plenty districts with a focus on reducing inequalities”

Toi Te Ora’s key role is to plan and deliver services that promote, protect and improve population health, prevent ill health and minimise the risk of disease and injury through population based interventions. The service places an emphasis on improving the health of Maori, children (including maternal health), and young people.

Toi Te Ora’s values are:

**Compassion:** show compassion
**Attitude:** have a “will do” attitude
**Responsiveness:** be responsive
**Excellence:** strive for excellence with diligence

Organisational Structure
Toi Te Ora sits within Regional Community Services, Bay of Plenty District Health Board. Toi Te Ora’s organisational structure is based on the three domains of public health activity and expertise: health protection, health improvement and health services development.
Environmental Health Team

The primary purpose of the Environmental Health team is to ensure a social and physical environment, which improves and protects public health.

This will be achieved by:

- taking a lead role in advocating for policies to create environments that promote population health
- taking a lead role in fostering strategic relationships that promote environments supportive of population health
- ensuring compliance with relevant environmental health legislation. This includes the provision of advice, surveillance, monitoring and ensuring the identification, reduction and/or removal of potential and actual hazards to health
- implementing effective disease control strategies
- contributing to emergency planning across Bay of Plenty and Lakes District Health Boards
- proactively contributing to the realisation of Toi Te Ora’s vision and attainment of strategic plan objectives
- contributing to the prioritisation of, planning for and the implementation of new projects.

The Drinking Water Assessment Unit is a specialist group within the Environmental Health team with specific roles relating to the quality and safety of public drinking water supplies.
HEALTH AND SAFETY
The incumbent is expected to meet the health and safety requirements set out in Bay of Plenty District Health Board policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

TREATY OF WAITANGI/CULTURAL COMPETENCIES
Bay of Plenty District Health Board is committed to the principles of the Treaty of Waitangi.

HEALTH PROTECTION OFFICER

Purpose of position

- The focus of the Health Protection Officer is to meet Toi Te Ora – Public Health Service’s contractual obligations in the promotion, protection and conservation of the health of the community. Specifically, the position is required to provide advice, surveillance and monitoring and ensuring the identification, reduction and/or removal of potential and actual hazards to health.

This will be achieved by:

- developing and maintaining relationships with local and regional authorities, Lakes and Bay of Plenty District Health Boards and other relevant agencies

- identifying and contributing to the implementation of service change programmes at local and national levels

- working with the Health Improvement Team and the Health Services Development Team to plan, implement and evaluate strategies that aim to promote health, including smoke-free environments

- providing professional and technical discussions with other staff as required

- participating in the provision of an on-call health protection service for Toi Te Ora – Public Health Service.

Nature and scope of responsibilities

The incumbent will:

- have no supervisory responsibility

- operate throughout Toi Te Ora – Public Health Service’s service area

- be part of Toi Te Ora – Public Health Service Health Protection team
**Principal Accountabilities**

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<th>Accountabilities</th>
<th>Performance measures</th>
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| Professionalism        | ▪ works in a way that demonstrates commitment to the Treaty of Waitangi, such as:  
                          |   - partnership and shared decision making with Maori  
                          |   - participation and consultation with Maori  
                          |   - protection of Maori needs, values and beliefs  
                          |   ▪ identifies opportunities for improvement across the service  
                          |   ▪ looks beyond common solutions, challenges the status-quo and encourages others to do the same  
                          |   ▪ maintains an awareness of overall organisational goals and looks for opportunities to contribute organisation wide  
                          |   ▪ demonstrates commitment to the service  
                          |   ▪ identifies issues, trends and potential problems for the service  
                          |   ▪ consistently meets deadlines and produces work within specified timeframes  
                          |   ▪ uses appropriate methods of gathering information  
                          |   ▪ demonstrates and encourages behaviour that recognises and is consistent with equal employment opportunity principles and practices  
                          |   ▪ Meets training requirements of Toi Te Ora – Public Health Service and the Ministry of Health. |
| Effective communication: | ▪ effectively expresses ideas in individual and group situations  
                          |   ▪ presents ideas in a clear, concise, organised and assured manner  
                          |   ▪ establishes and maintains effective relationships  
                          |   ▪ responds to requests in a timely manner  
                          |   ▪ demonstrates excellent writing skills  
                          |   ▪ explores alternatives and positions to reach outcomes suitable for all parties |
| Effective team member   | ▪ shares non-confidential information, ideas and suggestions for the benefit of the service  
                          |   ▪ acknowledges others’ skills, opinions and contributions  
                          |   ▪ assists others to solve problems  
                          |   ▪ recognises team styles, strengths and weaknesses and addresses these  
                          |   ▪ endorses and implements senior management decisions  
                          |   ▪ behaviour demonstrates cultural appropriateness  
                          |   ▪ contributes to team projects  
                          |   ▪ team meetings are regularly attended |
| Technical expertise     | ▪ provides analytical advice and information to support Toi Te Ora – Public Health Service’s outputs, specifically:  
                          |   - appropriate advice is rendered as required  
                          |   - after hours service is provided in accordance with agreed procedures |
| Food Safety                                                                 | 1. ensures that health protection functions, and public policy goals are well communicated to the public |
|                                                                             | 2. submissions made in accordance with public health legislation and standards, Ministry of Health guidelines and organisational policy |
|                                                                             | 3. health protection databases are maintained |
|                                                                             | 4. services are provided to an acceptable professional standard in accordance with documented requirements |
|                                                                             | 5. disseminates information regarding food standards and food hygiene |
|                                                                             | 6. promotes hazard analysis and critical control point techniques in the food manufacturing industry |
|                                                                             | 7. initiates closure and opening of events as determined by monitoring undertaken by MPI |
|                                                                             | 8. on application, provides details to MPI to enable food export certification |
|                                                                             | 9. contributes to legal proceedings under the Food Act 1981 or related legislation |
|                                                                             | 10. seizes and destroys substandard or decayed food |
|                                                                             | 11. examines food labels and takes appropriate action |
|                                                                             | 12. investigates and takes appropriate action on food complaints |
| Environmental Health                                                       | 1. prepares reports and recommendations regarding health related aspects of environmental management |
|                                                                             | 2. provides advice and information to local authorities and to the public |
| Quarantine and Biosecurity                                                  | 1. surveys for exotic mosquitoes and other poisonous or disease carrying organisms, animals or animal products with any incursions notified to the Ministry of Health |
|                                                                             | 2. carries out case and contact management of notifiable infections/diseases of persons arriving in New Zealand |
|                                                                             | 3. conducts inspections or email pratique to clear incoming craft for health purposes |
|                                                                             | 4. carries out services and inspections for quarantine functions relating to shipping and aircraft, including sanitation and Biosecurity checks |
| Communicable disease                                                       | 1. completes all notifiable disease investigations within the timeframes outlined in the Standard Operating Procedures (SOPs) |
|                                                                             | 2. investigates food poisoning outbreaks |
|                                                                             | 3. provide appropriate health education advice to cases, contacts and the general population |
| Hazardous substances | - provides advice and information to childcare centres regarding health, hygiene and safety  
- liaises with local authorities in relation to routine monitoring of recreational waters  
- facilitates swimming pool operator training courses as appropriate  
- supervises the disinterment of bodies in accordance with conditions of licenses issued by the Ministry of Health  
- Carries out functions under the Prostitution Reform Act |
|----------------------|--------------------------------------------------|
| Liquor licensing     | - carries out investigations into risks from specific substances, under HSNO Act  
- maintains a register of PCB storage facilities and inspects said facilities  
- investigates and reports on applications for application of controlled pesticides  
- reports on holders of toxic substance licenses  
- provides advice to the public and other stakeholders concerning hazardous materials |
| Smokefree environments | - carries out regulatory requirements of the Sale and Supply of Alcohol Act as required  
- participates in night monitoring and controlled purchase operations as required  
- undertakes statutory functions in line with the Smokefree Environments Act 1990  
- investigates complaints of violation of the Act  
- conducts controlled purchase operations  
- carries out other duties as required by the Environmental Health Manager |
THE PERSON

Essential

▪ Diploma in Environmental Health Science or equivalent

▪ designation by the Director General of Health as a Health Protection Officer, or clear eligibility for immediate designation (such as provided for in relation to the Environmental Health Officers Qualifications Regulations 1993)

▪ knowledge of the New Zealand health structure and public health service delivery

▪ knowledge of the laws relating to environmental health, and their application in respect of food safety, disease control, smokefree environments and drinking water supply

▪ knowledge of public health issues in New Zealand

▪ experience in working closely with Maori communities and applying the principles of the Treaty of Waitangi to Health Protection duties

▪ well developed skills in networking and managing organisational relationships, particularly with local government, iwi, and hapu organisations, government departments and other agencies in the health sector

▪ clear understanding of central and local government policy and planning processes and the local government regulatory environment

▪ excellent written and oral communication skills including use of information technology

▪ valid driver's licence

▪ demonstrated professionalism and strong work ethic, including maintaining confidentiality

Relevant Experience

▪ experience in the application of environmental health, food safety, disease control, smokefree environments and liquor licensing statutes

▪ demonstrated ability in project management, setting priorities and meeting deadlines

▪ ability to use computers and a knowledge of MS Office, Word, Outlook, Access and specialist health protection software (e.g. EpiSurv, Information Leader, WINZ)

▪ understanding of epidemiology and its application

▪ demonstrated ability to work autonomously, and in a team

The Bay of Plenty District Health Board is a smokefree environment