

Ministry:	Health	Working Title:	Senior Environmental Health Risk Assessment Officer
Branch:	Health Protection	Level:	Range 30
Location:	Victoria	Classification:	Scientific/Technical Officer

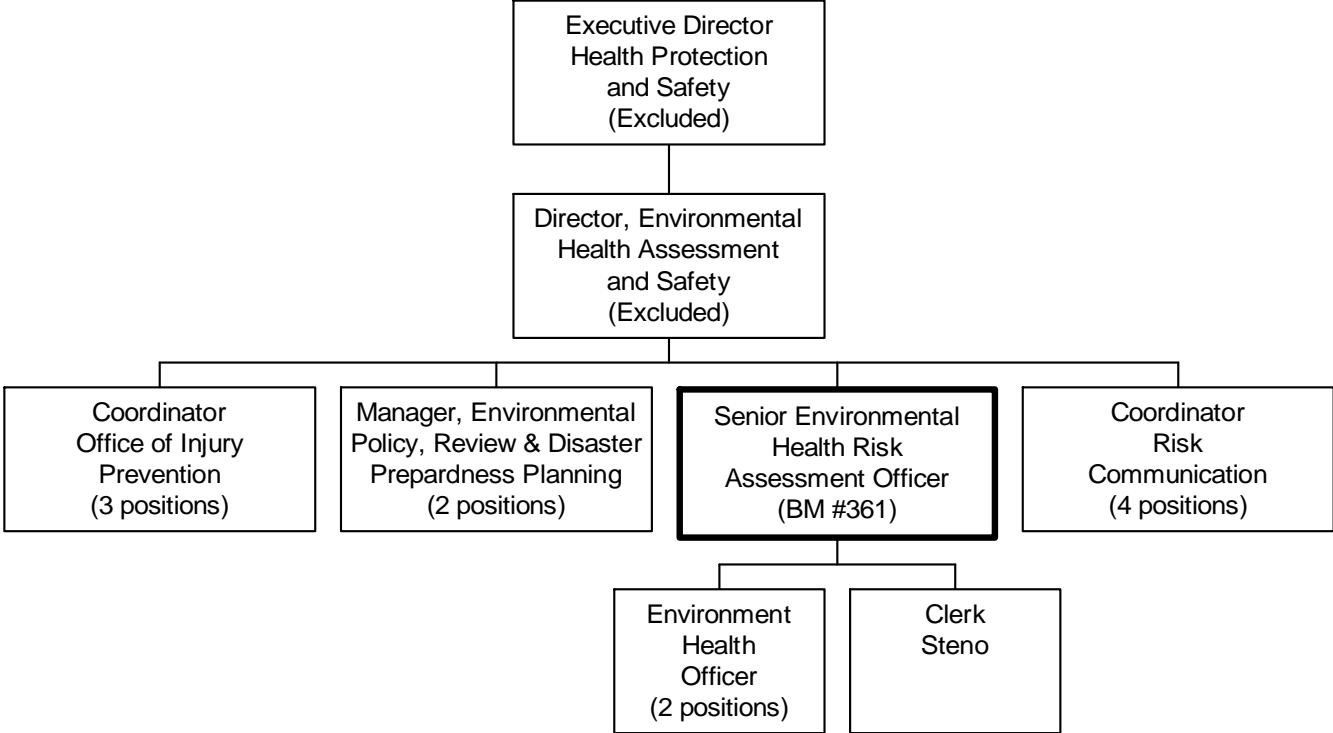
PRIMARY FUNCTION

To coordinate the environmental health and risk assessment program for the ministry and to guide technical development of the program in the branch.

JOB DUTIES AND TASKS

1. Coordinates the Ministry of Health's environmental health and risk assessment program
 - a. establishes policies and procedures necessary to ensure monitoring standards regarding the identification, evaluation, and control of health hazards and the communication of public health risk(s) to a variety of stakeholders throughout the province
 - b. provides direction to Provincial Medical Health Officers and Health Authorities to address community health issues
 - c. participates in Branch strategic planning, and organizational development
 - d. develops and manages operational work plans and section goals to meet legislation and policy requirements
 - e. advises senior management on all aspects of environmental health and risk assessment
 - f. participates in formulating ministry and branch policy
 - g. provides support and advice directly to other ministries
 - h. participates in the development of guidelines and recommends policies and procedures to enable the hazard assessment of all major projects requiring health assessments by the Ministry
2. Guides technical development of health assessment processes in the Branch
 - a. establishes technical and scientific specifications for the purchasing, calibration, maintenance and operation of analytical instrumentation and equipment
 - b. integrates and evaluates data during environmental health assessments throughout the province
 - c. supervises a central office program section to develop and perform environmental health risk assessments throughout the province
 - d. ensures the maintenance of analytical survey instruments
 - e. establishes a program to identify, quantify, report issues and to advise agencies on interventions for health risks
 - f. directs the development and production of analytical reports and proofs all section publications for scientific and technical accuracy
 - g. ensures ministry staff are trained
 - h. provides educational and professional development programs to Health Authorities and specialized Environmental Health Officers on aspects of environmental health assessments and risk assessment
3. Provides technical support to a section and ensures the most effective allocation of material, resources.
 - a. uses special project allocations and establishes external funding partnerships with federal, provincial and municipal government and non-government organizations
 - b. formulates RFP'S, contracts and coordinates financial matters
4. Supervises section staff (3 FTEs)
 - a. assigns and monitors employee work, and identifies areas for work priorities
 - b. appraises employee performance and takes disciplinary action

ORGANIZATION CHART
Benchmark Job #361



REASON FOR CLASSIFICATION

Benchmark Job #361

Job Title: Senior Environmental Health Risk Assessment Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of environmental risk assessment to establish policies and procedures relating to the monitoring, identification and assessment of environmental health hazards and to serve as the provincial expert in such matters.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to plan, organize and evaluate the environmental health risk assessment program including the development of monitoring standards and to Develop policies and guidelines across a wide range of sectors (e.g. mining, agriculture, urban development, etc) relative to environmental health.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL CO-ORDINATION AND DEXTERITY Significant coordination and dexterity required to calibrate and adjust analytical instrumentation to precise tolerances.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry policies and standards, provides significant policy advice on all aspects of environmental health assessment and risk management to provide direction to regional health authorities and to recommend policies to enable hazard assessment for significant projects.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to approve staff overtime or travel and to provide subject matter input to contracts.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to maintain a database of health risk information which is used by others and to disseminate sensitive information to health authorities.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to coordinate services intended to enhance the well being of others by mitigating their exposure to environmental health risks and by identifying potential new areas of risk.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement for sensory concentration to frequently visually focus on technical papers and reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort is required to frequently focus on printed material.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from occasionally being on-site for the testing of environmental health risk hazards that are noxious or toxic.	B	4

Total Points: 957.5

Level: Range 30