

**CITY OF OTTAWA**  
**Environmental Health Specialist**

**JOB DATA**

**Department:** Ottawa Public Health  
**Service:** Health Inspection  
**Branch:** Reports To: Prg Mgr, Public Health  
**Affiliation:** CIPPPay Grade:5  
**Hours of Work:** 35  
**Job Code:** 10128143

**JOB SUMMARY**

The mandate of the Environmental Health Protection and Outbreak Management branch is to implement Ontario's Public Health Standards with a focus on environmental health and infectious diseases, as well as relevant regulations under the Health Protection and Promotion Act (HPPA).

You are responsible for leading environmental health projects, initiatives and activities that protect the public's health from harmful elements in the environment; identifying and developing strategies to effectively address environmental health hazards; developing, implementing and enforcing policies, and ensuring compliance with federal, provincial and municipal legislation and regulations; providing technical expertise, advice and guidance on environmental health matters to internal and external partners to minimize health hazards; and developing and maintaining strong business relationships with internal and external partners and stakeholders.

**KEY RESPONSIBILITIES**

**1. Leads environmental health projects, initiatives and activities by:**

- providing leadership for environmental health program activities
- implementing project management techniques and principles;
- conducting surveillance of environmental factors in the community, identifying risk factors, emerging trends, priority environmental health needs and priority populations, and uses this information to inform healthy environments programs and services;
- identifying hazards and making recommendations regarding appropriate control measures;
- identifying and developing effective strategies to address hazards and specific initiatives for priority populations;

- conducting environmental health risk assessments including site-specific and population level health risk assessments;
- ensuring compliance with relevant federal, provincial, municipal legislation, regulations and policies to provide a high degree of environmental due diligence
- interpreting and synthesizing complex scientific data and research regarding environmental health hazards;
- reviewing environmental consultants' reports e.g., environmental site assessment reports for quality assurance and consistency, providing technical recommendations, and identifying risk management options;
- developing policies and participating in by-law reviews where necessary;
- identifying the appropriate stakeholders, organizing and facilitating meetings to effectively implement programs and projects;
- developing and maintaining related health promotion material related to health hazards and healthy built and natural environments (e.g. webpage, brochures, etc.);
- working with city partners and with professional associates elsewhere in major health institutions and community organizations and agencies to ensure a professional, well-coordinated, multidisciplinary approach to both policy development and program delivery;
- monitoring and evaluating the effectiveness of the programs, and recommending the implementation of changes to respond to or anticipate evolving community and target group needs;
- staying abreast of and researching emerging environmental health issues;
- developing research proposals and developing/recommending terms of reference for studies, including purpose, scope, general approach, resources, timing and deliverables;
- coordinating research activities including collecting/analyzing data;
- providing critical evaluation of proposals and assignment of work and critical analysis of proposed interdepartmental or intergovernmental projects;
- preparing reports, documenting findings and recommendations and presenting information at workshops and seminars;
- pursuing and securing grants and other funding opportunities from external organizations;

- developing contractual (including funding) relationships with other organizations including non-profit organizations and private consultants/contractors and performing contract oversight and ensuring the effective delivery of City-negotiated deliverables;
- budgeting and managing the financial aspects of external contracts; and
- chairing departmental and inter-agency committees and working groups as needed e.g. the City of Ottawa Interagency Extreme Weather.

**2. Provides technical expertise, advice and guidance on environmental health matters to internal and external stakeholders by:**

- resolving complex health hazard related issues and facilitating interactions with other levels of government and community partners (e.g. school boards and post-secondary institutions)
- interpreting complex data/health information and communicating the information to a technical or non-technical audience;
- reviewing plans and land use applications and formulating evidence informed public health responses;
- conducting environmental scanning to keep abreast of trends and new developments, local, provincial, federal and international programs related to the work, and emerging best practices, in order to develop recommendations for improvement;
- preparing technical and policy reports and making presentations to management, senior management, the Board of Health and Committees of Council; and
- responding to inquiries and concerns about environmental health hazards.
- providing media interviews to convey pertinent information to the public regarding environmental health hazards

**3. Develops and maintains strong business relationships with internal and external partners and stakeholders by:**

- establishing and maintaining effective working relationships with municipal, provincial and federal agencies, and community groups;
- contributing to and taking a leadership role, as appropriate, in interagency efforts to promote community awareness and advocate for policy change;

- consulting with City staff, Provincial and Federal ministry and agency representatives, industry contacts, business organizations and the general public to facilitate access to funding, or new collaborative initiatives;
- regular meetings with key stakeholders such as provincial ministry representatives and local agencies; and
- preparing reports, including recommendations, concerning new or modified program or policy changes for specific channels and/or groups.

**4. Functionally supervises staff and students (e.g. graduate students, Public Health and Preventive Medicine residents, Co-op placements, summer students) on a project basis by:**

- providing feedback, direction and evaluation of student projects
- providing leadership, guidance and support to staff; and
- developing work plans and project priorities, coordinating work and coaching staff.

**5. Contributes to the achievement of departmental and corporate objectives by:**

- reporting on respective program area to the management team;
- preparing and presenting briefings, presentations and detailed technical reports for review by the Manager, and or presentation to the Board of Health, Committees of Council, departmental, corporate or public audiences (industry, non-profit organizations etc.);
- attending and representing the department on various committees, task forces and project teams, and at business, community or public meetings, as a spokesperson on environmental health matters to present, discuss and provide information; and
- attending professional/technical conferences, seminars and other networking opportunities.

**6. Works in accordance with applicable health and safety legislation, policies and procedures, and all other legislation, policies and procedures relevant to the work.**

**7. Performs other related duties consistent with the duties outlined above.**

**STATEMENT OF QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

Master's degree in public health sciences with a focus on environmental health sciences

5 years experience developing and implementing strategies to address environmental health hazards, including developing health policies, chairing meetings and managing projects.

## **CERTIFICATIONS / LICENSES**

Certified public health inspection is desirable industrial hygiene certification is desirable

## **KNOWLEDGE**

- Relevant federal, provincial and municipal legislation and regulations
- Health implications of human impacts on the environment including air and water quality, contaminated land, climate change and shifts in the distribution of vector- borne diseases (related to changes in land use, climate, and human migration)
- Project management strategies
- Program evaluation techniques and best practices
- Health policy analysis, research and implementation within an environment health framework
- Theories, concepts and practices of exposure evaluation and population health risk assessment
- Principles of epidemiology, toxicology, hydrogeology, air dispersion modeling
- Principles of risk communications and health promotion and education
- Principles of health equity
- Ethical, pedagogical, and policy approaches to understanding and addressing environment and health issues
- Data collection methodologies, and modeling and analysis techniques
- Knowledge of applicable health and safety legislation, including the rights and duties of workers

## **COMPETENCIES, SKILLS AND ABILITIES**

- Able to critically appraise sources of evidence to inform risk assessments and ensuing risk management strategies including risk communications

- Able to demonstrate sound judgement and decision-making capabilities
- Demonstrated ability to think and act strategically
- Possess organizational skills and flexibility to deal effectively with multiple demands, conflicting priorities, pressures and deadlines
- Possess a client service focus tempered by the recognition of the need for compliance to corporate standards, formats and systems
- Able to develop and maintain excellent relations with representatives from other departments, partner organizations and outside agencies,
- Able to influence and work collaboratively with others representing a wide range of interests and bring conflicting points of view to consensus
- Able to plan, lead, coordinate, implement and manage projects to completion and to lead/support/mentor project teams
- Monitor and synthesize information from a variety of sources to establish future directions, research and data collection needs
- Possess persuasive and assertive interpersonal and oral/written communication skills
- Possess strong documentation, report writing and presentation skills
- Self-motivated and able to work independently with minimal direction, and collaboratively with others as part of a team
- Able to use other advanced computer applications or software specific to the work assignments
- Possess research skills and the ability to interpret/analyze/evaluate issues and to make decisions/formulate recommendations
- Demonstrated ability to effectively manage environmental health projects
- Possess skills for chairing committees/public meetings on technical and non- technical subjects
- Possess a focus on quality of services, innovation and on-going process improvement
- Possess a positive, inclusive approach to project development and implementation
- Thorough, self-motivated and reliable

- Organized, analytical and attentive to detail
- Possess sound judgment, tact and discretion
- Flexible in dealing with a variety of stakeholders
- Able to negotiate and influence effectively and to deal with contentious issues and situations
- Possess effective interpersonal and presentation skills
- Possess leadership skills, initiative and creativity

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from members of Indigenous, Black and other racialized communities, persons with disabilities, women and non-binary persons, persons of all ethnic origins, religions, sexual orientations, classes, gender identities and expressions.

The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at HRServiceCentre@ottawa.ca or at 613-580-2424, extension 47411.

**This executive search is being undertaken by the City of Ottawa's search partner, Perrett Laver. Perrett Laver will support the City of Ottawa in helping to identify the widest possible field of qualified candidates and assisting in the assessment of candidates against the requirements for the role.**

**For further information and to apply, please submit a CV and covering letter, detailing how you fulfill the role description and personal specification to Perrett Laver's Vacancies page at <https://apptrkr.com/5434900> quoting reference 7436 . The deadline for applications is August 18th, 2024 Noon Eastern Time.**

**Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.**

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