



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION & SPECIFICATION

JOB TITLE:	Director, Environmental Health
JOB GRADE:	SEG 4
DIVISION:	Technical Services
BRANCH:	Health Promotion & Protection
REPORTS TO:	Director, Health Promotion & Protection
MANAGES:	<ul style="list-style-type: none">-Environmental Health Specialist 2 (Water, Waste Management, Pollution Plans and Subdivision)-Environmental Health Specialist 2 (Occupational Health and Safety)-Environmental Health Specialist 2 (Food Safety)-Environmental Health Specialist 2 (Port Health and Quarantine)-Policy and Programme Director (Veterinary Public Health)-Medical Entomologist (Vector Control)-Environmental Health Specialists 1 (Solid Waste Management & Waste/Wastewater)

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To develop and execute policies and programmes designed to promote a high level of environmental health in the country. Provide direction and management of the environmental health programmes. Provide technical advice to the Honourable Minister of Health, Permanent Secretary, Chief Medical Officer, Director Health Promotion and Protection, Regional Health Authorities, Local Boards of Health and other stakeholders on environmental public health matters.

KEY OUTPUTS

1. Policy Recommendations
2. Technical Advice
3. Operational Plan and Budget
4. A Strategic Environmental Public Health Plan
5. Environmental Health Legislation
6. Norms and Standards
7. Models to promote intersectoral collaboration

KEY RESPONSIBILITIES

Management and Administrative

1. Provides leadership in developing short and long term strategic objectives for environmental health in Jamaica
2. Evaluates the state of the Jamaican environment and advises the Permanent Secretary and Chief Medical Officer through the Director, Health Promotion and Protection of policies and programmes to achieve national environmental objectives.
3. Prepares and manages the operational plan and budget for the Environmental Health Section

4. Provides technical advice to the political and administrative directorate, Regional Health Authorities, Local Boards of Health and other stakeholders on all matters relating to environmental health
5. Develops the national compliance and enforcement policies to ensure compliance with the public health legislation
6. Develops and implements an environmental health information system
7. Promotes co-ordination and collaboration between regional and national Agencies/Organization and NGOs
8. Prepares and submits performance and other reports within agreed timeframes
9. Participates in Quarterly and Annual Performance Review, to assess the achievements of the Technical Services Division
10. Ensures timely submission of all documents required
11. Represents the Ministry at local, regional and international conferences relating to environmental health.
12. Prepares and presents position papers, as required.

Technical

1. Collaborates with the Environmental Health Specialists in the development of a National Environmental Health Plan, incorporating Water and Waste Management, Pollution Control, Vector Control, Part Health, Food Safety, Veterinary Public Health, Occupational Health
2. Interprets regional and international agreements and establishes a framework for incorporating them into the National Environmental Health Plan
3. Collaborates with the Legal Officer in the drafting and/or updating of laws and regulations relating to various aspects of environmental and public health
4. In collaboration with the Standards and Regulations Section, develops norms and standards for the protection of human health and health of the environment with regards to water quality, domestic emission, noise, solid waste and industrial installations

5. Prepares scientific and technical documents necessary to institute legal proceedings under the Public Health Act
6. Advises the Chief Medical Officer through the Director, Health Promotion and Protection, on the impact of development projects on the environment and public health
7. Reviews complaints from the public relating to pollution and other environmental conditions which threaten human health, economic health, natural resources or infringe on the rights of people
8. Collaborates with other divisions/agencies of the Ministry, government and non-government agencies in planning to address the national public health requirements
9. Establishes mechanisms to monitor regional plans and programmes for compliance with laws, regulations, policies, norms and standards, as well as the achievement of national and regional goals.

Human Resource Management

1. Monitors and evaluates the performance of direct reports, conducts performance appraisals and recommends performance improvements initiatives, where necessary
2. Ensures that staff assignments and performance measures are clearly defined and communicated to staff
3. Provides effective leadership and guidance to direct reports through coaching, mentoring and training, providing assistance and support, as needed
4. Participates in recruitment of staff for the Branch
5. Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Ministry of Health and multilateral lending agencies, as applicable
6. Ensures that the welfare and development needs of staff in the section are identified and addressed.

Other

1. Keeps abreast of environmental health trends, technological advances and other innovations, which can be utilized in the development of

programmes for improving the status of environmental health islandwide

2. Performs other related functions as assigned by the Director, Health Promotion and Protection.

PERFORMANCE STANDARDS

1. A National Environmental Plan is developed and implemented
2. Reports are technically accurate, comprehensive and delivered within agreed timeframes
3. Advice given is technically sound.
4. The operations of the Branch are well coordinated and a high level of productivity is maintained

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Level
In-depth knowledge of Public Health Laws and Regulation	
Understanding of the social, cultural and economic factors that impact on the environment	
Sound knowledge of environmental protection and control laws, practices and issues locally and internationally	
Sound knowledge of management principles and practices	

Critical Core Competencies	Level
Excellent oral communication skills	
Excellent written communication skills	
Excellent leadership skills	
Ability to work in a team	
Excellent interpersonal skills	
Excellent Social skills	
Possess analytical thinking skills	
Ability to manage external relationships	
Possess problem solving and decision making skills	
Excellent planning and organizing skills	

Excellent strategic thinking skills	
Ability to adapt and manage multiple projects simultaneously	

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCES

- Bachelors degree in Public Health or Sanitary/Environmental Engineering
- Masters degree in Public Health or equivalent - plus
- At least eight (8) years relevant and progressive experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working conditions
- Required to travel overseas, occasionally

AUTHORITY

- To develop draft legislation for the protection of environmental health
- To advise on the health risk of development projects
- To address various fora on environmental and public health matters
- To authorize expenditure within approved limits.