

Public Health & Policy

No.:

Page: Page 1 of 5

Job Title:	Senior Officer – Occupational & Environmental Health		
Division:	Public Health & Policy	Department :	Public Health & Research
Section:	Occupational & Environmental Health		
Job Objective			
Manage the planning, implementation and evaluation of OEH (Occupational & Environment Health) programs and initiatives in line with Public Health Objectives and strategies. Assist the Section Head in developing OEH strategies, policies, standards, programs, training materials etc. Coordinate with regional teams and provide advice and expertise to OEH staff on all relevant aspects related to OEH.			
Organizational Relationships			
Reporting Relationships:			
<pre> graph TD Manager["Manager – Public Health & Research"] --> SectionHead["Section Head – Occl.& Envl. Health"] SectionHead --> SrOfficer["Sr.Officer – Occl.&Envl. Health"] SectionHead --> SrRegional["Sr.Regional Officer- Occl.&Envl. Health"] </pre>			
Internal Communication:			
<ul style="list-style-type: none"> ▪ All Staff in Public Health Department of HAAD ▪ Corporate Performance & Operations Division ▪ Customer Services & Corporate Communication Department ▪ Strategy Department ▪ Health Insurance Regulation Department ▪ Health System Compliance Division ▪ Corporate Support Services Department ▪ Legal Affairs Department ▪ Finance Department 			

NON-APPLICABLE-SCENARIOS

Public Health & Policy

No.:

Page: Page 2 of 5

External Communication:

- Abu Dhabi Health Services Company (SEHA)
- Government Ministries
- SEHA Disease prevention & screening centers
- Other Health Authorities
- Private sector companies
- Environment Agency Abu Dhabi
- Federal Environment Agency
- Abu Dhabi Police
- Abu Dhabi Department of Transport
- Abu Dhabi hospitals and other healthcare facilities (public and private)
- Marketing and media agencies
- Other non-healthcare public and private sector stakeholders (e.g. Ministry of Labour, Emirates Foundation, ADNOC)
- Abu Dhabi Food Control and Agriculture Authority
- Daman National Health Insurance

Key Responsibilities/Duties**Managerial Role:**

- Supervise activities performed by staff and ensure they are completed efficiently, accurately, and in a timely manner;
- Monitor the performance of the staff, and review all performance reports prepared by them.

Organizational Role:

- Perform periodic performance appraisals for the staff (in coordination with HR Section).

Functional Role:

- Manage the planning and implementation of OEH programmes / initiatives monitor effectiveness on outcomes, use of resources and budget performance;
- Identify areas of OEH where increased focus is needed and develop plans for review by OEH

Public Health & Policy

No.:

Page: Page 3 of 5

NON-BRIBED BOJ

- Section Head;
- Support the Section Head by providing advice in their area of expertise;
 - Provide technical advice and guidance to OEH team members;
 - Monitor effectiveness of OEH activities and provide input on potential areas for improvement;
 - Develop and approve OEH communication and training materials;
 - Assist the Section Head in the development of Occupational and Environmental Health (OEH) strategy, policies and standards;
 - Provide technical input to the HAAD Policy and Standards team to develop OEH standards;
 - Provide technical input to the healthcare facility inspection team on the incorporation of OEH aspects and monitor outputs;
 - Present selected research opportunities to the Public Health Manager for evaluation;
 - Provide technical input to health promotion on requirements and objectives for OEH campaigns;
 - Manage key partnerships with agencies and other stakeholders involved in delivering OEH programmes;
 - Manage HAAD OEH initiatives and ensure alignment with HAAD’s strategic objectives;
 - Support the Section Head in managing staff utilization, development and performance evaluations;
 - Support the Section Head in managing expenditure against budgets;
 - Support the Section Head in developing status reports on performance against operating plan targets and KPI’s;
 - May Liaise with the Corporate Support Services Department on the development and release of any RFP’s for partnerships or services;
 - Direct and coach other employees in the section on a daily basis;
 - Perform such other related tasks as they arise and as delegated by the Section Head – Occupational & Environmental Health;

Key Accountabilities	Key Performance Measures
<ul style="list-style-type: none"> ▪ Development of overall Occupational & Environmental Health plans, initiatives, strategies etc. 	<ul style="list-style-type: none"> ▪ No. of OEH milestones achieved
<ul style="list-style-type: none"> ▪ Budget expenditure 	<ul style="list-style-type: none"> ▪ No. of projects completed according to

Public Health & Policy

No.:

Page: Page 4 of 5

	budget
<ul style="list-style-type: none"> ▪ Implementation of projects 	<ul style="list-style-type: none"> ▪ No. of successful projects implemented / specified time period
<ul style="list-style-type: none"> ▪ Strategic Advice 	<ul style="list-style-type: none"> ▪ Section Head feedback on development and/or implementation of strategies, programs, plans, initiatives, etc ▪ No. of programmes directly aligned to Public Health & HAAD objectives
<ul style="list-style-type: none"> ▪ Management Reports 	<ul style="list-style-type: none"> ▪ Timeliness of reporting
Job Specifications	
<i>Technical Skills & Knowledge</i>	<i>Knowledge Level</i>
<ul style="list-style-type: none"> ▪ Knowledge of overall HAAD operations 	<ul style="list-style-type: none"> ▪ Intermediate
<ul style="list-style-type: none"> ▪ Knowledge and experience of the national and local regulations, laws and codes pertaining to occupational health and safety and environmental functions 	<ul style="list-style-type: none"> ▪ Advanced
<ul style="list-style-type: none"> ▪ Knowledge of epidemiological methods and techniques 	<ul style="list-style-type: none"> ▪ Advanced
<ul style="list-style-type: none"> ▪ Knowledge of OEH risk management 	<ul style="list-style-type: none"> ▪ Intermediate
<ul style="list-style-type: none"> ▪ Knowledge of techniques for incident investigation, analysis and reporting 	<ul style="list-style-type: none"> ▪ Advanced
<ul style="list-style-type: none"> ▪ Knowledge of environmental or occupational project management 	<ul style="list-style-type: none"> ▪ Advanced
<ul style="list-style-type: none"> ▪ Knowledge of occupational and environmental hazards and diseases 	<ul style="list-style-type: none"> ▪ Advanced
<ul style="list-style-type: none"> ▪ Knowledge of Strategic Planning Methodologies and application of Strategic Planning tools and processes 	<ul style="list-style-type: none"> ▪ Intermediate
<ul style="list-style-type: none"> ▪ Financial Analysis 	<ul style="list-style-type: none"> ▪ Intermediate
<ul style="list-style-type: none"> ▪ Administration Skills 	<ul style="list-style-type: none"> ▪ Advanced
<i>Soft / Behavioral Skills</i>	<i>Knowledge Level</i>
<ul style="list-style-type: none"> ▪ Team Management 	<ul style="list-style-type: none"> ▪ Intermediate

Public Health & Policy

No.:

Page: Page 5 of 5

▪ Information Management	▪ Advanced
▪ Presentation Skills	▪ Advanced
▪ Analytical Thinking	▪ Advanced
▪ Problem Solving	▪ Advanced
<i>Core Competencies</i>	<i>Knowledge Level</i>
▪ English Language	▪ Advanced
▪ Arabic Language	▪ An Advantage
▪ Computer Literacy	▪ Advanced
▪ Attention to Detail	▪ Advanced
▪ Decision Making	▪ Intermediate
▪ Communication & Relationship Management	▪ Advanced
<i>Preferred Qualifications:</i>	
▪ Minimum of an M.D Degree / Bachelor's Degree in OEH or Master's Degree in a relevant discipline	
<i>Preferred Experience:</i>	
▪ Minimum of 5 years of relevant experience;	

	TITLE	SIGNATURE	DATE
Reviewed by			
Approved by (Chairman, CEO, Director, Dept. Head) (as applicable)	Director – Public Health & Policy		02-04-09
HAAD HR			