

POSITION DESCRIPTION

Environmental Health Officer (POS1110, POS1575, POS1695)

Directorate:	Planning & Compliance	Department:	Community Standards
Position Grade:	12 Planner	Reports to:	Team Leader Environmental Health
Last review:	July 2019	Next review:	July 2021
		Version No.:	5.0

Position purpose:

To protect, promote and enhance public and environmental health and community wellbeing by undertaking inspections and education to ensure regulatory compliance.

Key accountabilities/responsibilities:

Responsible for:

- 1) Inspecting food premises, beauty and hair salons, skin penetration premises, swimming and spa pools, cooling towers, mortuaries, sex on premise venues and other regulatory functions, including the investigation of environmental complaints. This involves understanding Council's responsibilities to regulate and ensure compliance with the full range of public and environmental health standards.
- 2) Inspecting on-site sewage management systems and resolving public health and environmental issues as they arise in accordance with relevant legislation.
- 3) Providing technical advice to internal and external stakeholders and the assessment of food premises, beauty salons, hairdressers, skin penetration premises etc, the assessment of technical reports including acoustic reports, air quality reports, contaminated site reports, waste water reports and the like.
- 4) Undertaking continuous proactive surveillance of commercial establishments, and undertaking environmental auditing to ensure environmental health standards in accordance with current legislation.
- 5) Preparing and implementing education programs which seek to improve environmental health and community wellbeing.
- 6) Actioning of customer requests in accordance with Council's policies and procedures.
- 7) Applying comprehensive communication skills including preparation of reports, correspondence, collection of evidence, preparation of statements of evidence, and briefing legal counsel.
- 8) Continuously developing and improving systems, supporting procedures and policies to ensure efficient work practices.
- 9) Working within the team to deliver on identified targets and complete projects as determined by the Manager and Team Leader.

Decisions made in the position:

- 1) Inspecting and assessing environmental and health matters
- 2) Enforcing legislative requirements relevant to environmental health

Decisions referred:

- 1) All other decisions

Key issues/challenges:

- 1) Improving the health of the environment and the community through effective policy development, surveillance, reporting and education
- 2) Responding to community's expectations of environmental health protection
- 3) Working on legal proceedings for environmental health matters

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4) Meeting the work outputs outlined in Council's Operational plan

Key working relationships:

- Manager Community Standards
- Other Environmental Health Officers and Building Surveyors
- Team Leader Environmental Health
- Members of the public (customers)

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Environmental Health or equivalent
- Current Class C Drivers Licence

Experience

- Experience in the investigation, monitoring and inspection of premises to ensure compliance with health and environmental standards
- Understanding of the role and responsibilities of Local Government in relation to regulation of environmental health
- Strong written and verbal communication and customer service skills

Knowledge and Skills

- Working knowledge of relevant legislation associated with environmental health including the Local Government Act 1993, Food Act 2003, Public Health Act 2010, Protection of the Environmental Operations Act 1997 and regulations thereunder.
- Understanding the purpose of and the ability to interpret and implement legislation
- Ability to complete tasks in a timely and efficient manner
- Ability to successfully implement and conduct environmental health education programs
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Experience inspecting and assessing on-site sewage management systems
- Experience in conflict resolution
- Demonstrated experience in investigation and interview techniques
- Experience in enforcement and/or litigation of environmental health legislation
- Bachelor of Natural Science (Environmental Health) or equivalent;

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous