

POSITION DESCRIPTION

Senior Environmental Health Officer
(POS1112, POS1694, POS2136 POS2137)

Directorate:	Planning and Design	Department:	Community Standards
Position Grade:	15 + 10%	Reports to:	Team Leader Environmental Health
Last review:	January 2018	Next review:	January 2020
		Version No.:	2.1

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 sites and resolving public health and environmental issues in accordance with the relevant legislation. This involves understanding Council's responsibilities to regulate and ensure compliance with the full range of environmental health standards.
- 2) Providing continuous proactive surveillance of commercial establishments and undertaking environmental auditing to ensure environmental health standards are being achieved in accordance with current legislation.
- 3) Preparing and implementing education programs which seek to improve environmental health and community wellbeing.
- 4) Actioning of customer requests in accordance with Council's policies and procedures.
- 5) Applying comprehensive communication skills including preparation of reports, correspondence, collection of evidence, preparation of statements of evidence, and briefing legal counsel.
- 6) Continuously developing and improving systems, supporting procedures and policies to ensure efficient work practices.
- 7) Work within the team to deliver identified targets and complete projects as determined by the Manager and Team Leader.
- 8) Assisting and supporting the Team Leader Environmental Health in ensuring that the environmental health program is undertaken in a satisfactory manner as well as providing timely technical advice and mentoring staff.
- 9) Attending and resolving public health and environmental issues including, air, noise, water, land, waste and nuisance complaints.
- 10) Carrying out inspections and assist in monitoring and ensuring compliance of Council's Environmental Health program, including Food premises/vehicles/events, hairdressers, beauty salons, skin penetration premises, cooling tower and warm water systems, swimming pools and spas, funeral industry premises, caravan parks, on-site sewerage management systems/water recycling systems and other premises/activities as directed by management.
- 11) Assessing and providing comment on development applications pertaining to environmental health, including assessment of environmental impact statements, environmental management plans, on-site sewerage management systems, water reuse/recycling/treatment systems, acoustic reports, air/odour reports, contaminated land reports and the like.
- 12) Providing technical advice to developers, environmental consultants, architects, designers, engineers, Council staff, government departments and the public on environmental health requirements.
- 13) Attending and actively participate on any relevant meeting, working group or committee as directed by management that may relate to the position's responsibilities.
- 14) Flexible attitude to responsibilities and work hours
- 15) Assisting in the formulation of policies, codes, standards, educational material, projects and other tasks as directed by management.

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Decisions made in the position:

- 1) Inspections and assessment of environmental and health conditions.
- 2) Enforcement of 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.
- 4) Meeting the work outputs outlined in Council's Operational plan.

Key working relationships:

- Manager Community Standards
- Other Environmental Health Officers, Building Surveyors and Planners
- Team Leader Environmental Health
- Members of the Public

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

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

Experience

- Extensive Local Government experience in the investigation, monitoring and inspection of premises to ensure compliance with Public Health and Environmental standards
- Extensive experience in the preparation and service of legal Notices, Orders and Directions under various Acts
- Comprehensive understanding of the role and responsibilities of Local Government in relation to regulation of environmental health
- Advanced written and verbal communication and customer service skills
- Advanced negotiation and conflict resolution skills

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Working knowledge of the relevant legislation associated with environmental health including Local Government Act 1993, Food Act 2003, Public Health Act 2010, Protection of the Environmental Operations Act 1997, Contaminated Land Management Act 1997, SEPP 55, Regulations there under and other relevant standards, guidelines and codes
- Understanding the purpose of and ability to interpret and implement legislation
- Demonstrated technical competence in the assessment of acoustic reports, air quality/ odour reports, contamination reports and wastewater reports.
- Demonstrated ability to complete tasks and in a timely and efficient manner
- Demonstrated ability to successfully implement and conduct environmental health education programs
- Demonstrated ability to provide timely and expert advice to staff, developers and the community on environmental health matters involving on-site sewage management systems, noise, air, water and land.
- Demonstrated experience in investigation and interview techniques
- Experience in enforcement and/ or litigation of environmental health legislation

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Understanding of the principles of project management
- Experience in the inspection and assessment of On-site sewage management systems

Our vision:

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

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous