

Position Description



POSITION DETAILS	
Date of PD	June 2021
Position Title	Environmental Health Officer
Position Grade	9
Directorate Business Unit	Chief Operating Office Regulatory Services
Reports to	Team Leader Environmental Health Compliance
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The position is responsible for encouraging, promoting and where necessary enforcing standards that will enhance the health, safety, and well being of the community and of the natural & built environment.

KEY RESPONSIBILITIES

- Undertake inspections and investigations (from the simple to more complex situations) with observations and evidence being accurately recorded / stored in Council's information systems.
- Resolution of action requests / complaints / investigations, that will in the majority of situations require a solution from a range of options and follow established procedure.
- Provide a professional (specialist) advisory role to the organisation and community on topics appropriate to this role and represent Council at external professional forums as required. Represent Council in legal proceedings as necessary, including the preparation of evidence, affidavits and briefing of legal counsel.
- Exercise the Delegations of Authority and responsibilities of the position of Authorised Officer that the delegations confer.
- Undertake Environmental Health functions as an authorised officer, including the inspection of premises and issuing of Notices, Orders and Directions under the following Acts:
 - Food Act
 - Local Government Act
 - Protection of the Environment Operations Act
 - Swimming Pools Act
 - Public Health Act
 - Any other relevant Acts
- Respond to after-hours pollution reports and other incidents and be available to carry out routine after-hours inspections as required. Routine after hours inspections are pre-planned inspections where a minimum 24 hours' notice is provided.
- Assist in the development of policies and guidelines for the Environmental Health Compliance Team.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Tertiary qualifications in environmental health / science, or similar such as:-
 1. Degree of Bachelor of Applied Science (Environmental Health); or
 2. Associate Diploma of Applied Science (Health and Building) issued by TAFE
- Class C Drivers Licence

Experience

- Recent relevant experience in an Environmental Health role. It is anticipated that the successful applicant would typically have a minimum of 12 months experience in this area.
- Experience in a regulatory / enforcement agency setting, preferably in local government, investigating alleged breaches of legislation, conducting and recording interviews, and preparing the necessary documentation to support the appropriate outcome.
- Experience in monitoring 'regulated' premises (such as food premises, hairdressers, tattooists, beauty parlours, public swimming pool/spas, cooling towers) for compliance with statutory requirements.
- Experience in enforcing legislation to achieve compliance, including identifying the legislation breached and the appropriate offender, issue of appropriate notice/order for the offence committed, issue of Penalty Infringement Notice, &/or commencement of Court proceedings.
- Experience in recording information in order to meet statutory and organisational information requirements, both in hardcopy and electronic systems.
- Experience in reviewing documents supporting development applications to identify deficiencies and departures from environmental / public health / public safety legislation and industry best practice; and providing concise comment to the planning department.
- Working knowledge of all legislation relevant to the position, including but not limited to, the Local Government Act, the Food Act, the Public Health Act, the Protection of the Environment Operations Act, the Environmental Planning and Assessment Act, and the Regulations made pursuant to these Acts.

Skills

- Demonstrated organisational and administrative skills.
- Demonstrated ability to undertake a range of projects and tasks, address issues and prioritise work to meet deadlines and performance targets with minimal supervision.
- Demonstrated experience working in a team environment working towards common goals.
- High level written and oral communication skills with demonstrated ability to report clearly on complex matters.
- Demonstrated interpersonal and communication skills including conflict resolution and negotiation.
- High level knowledge of Environmental Health and local government legislation and issues relevant to the operation of local government

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature Date:

Manager's Signature Date: