

PART 1 – POSITION DETAILS

Position Title:	Environmental Health Officer
Classification Level:	Level 3– 5
Industrial Instruments:	Bundaberg Regional Council Enterprise Bargaining Certified Agreement (EBA); Queensland Local Government Officers' Award 1998.
Date prepared/ Updated:	June 2016
Position Purpose:	The focus of this position is to conduct on a daily basis, inspections/audits of licensed and registered premises in an effective and efficient manner so as to maintain a high standard of Environmental Health Services for the community. Coordinate the operation of dedicated health and environmental programs to protect the health and well being of the community.
Reports To (Position Title):	Coordinator Environmental Health Services This position also has a functional working relationship with: <ul style="list-style-type: none"> • Environmental Health Officers • Graduate Environmental Health Officers • Cadet Environmental Health Officers • Technical Officers • Local Laws/ Animal Control Officers • Community and Environment Administration Staff • Town Planners • Building Surveyors • Plumbing Inspectors • Engineers
Roles Reporting To This:	None
Key Relationships / Interactions:	<ul style="list-style-type: none"> ▪ General Manager ▪ Manager ▪ Supervisors ▪ Other Council Staff both Internal and External ▪ Contractors ▪ Government Departments ▪ Members of the Public
Decision Making Authority:	Within delegated authority and in accordance with Council Policies.

I hereby agree to abide by Council values and the *Local Government & Other Legislation Amendment Bill 2012* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none"> 1. It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.
Health licensing Inspection and Auditing Program	<ol style="list-style-type: none"> 1. Conduct inspections and audits of all licensed / registered premises within a defined geographical area of the regional council. 2. Deliver dedicated health programs including public education to enhance the health and well being of the community. 3. Investigate complaints about licensed/ registered premises, breaches of state laws enforced by local Government and Local Law Breaches. 4. Interpret legislation, standards and develop and implement policies and procedures that will support the flexibility, efficiency and environmental management process of the Council. 5. Provide high level of accurate and professional support to other team members to assist attaining organisational and departmental goals, including but not limited to, the function of health programs, licensing requirements and enforcement of environmental health matters 6. Prepare accurate and professional correspondence for the section. 7. Provide high level interpersonal, oral & written communication skills, with the ability to consult, communicate and problem solve effectively with all levels of internal and external customers within a multidisciplinary environment.
Supervisory Responsibilities	<ol style="list-style-type: none"> 1. Provide technical advice to Technical Officers where necessary. 2. Ability to Co-ordinate specific health programs that may involve the supervision of staff and or contractors involved in the delivery of the program. 3. Daily, weekly and monthly completion of relevant paperwork and monitor document flows, take follow-up action and prepare progress reports, as required. 4. Prioritise set tasks.
Behaviours	<ol style="list-style-type: none"> 1. Project and promote the image of Council as being efficient, courteous and customer based-focus. 2. Effectively communicate with different levels of the organisation from Mayor, Councillors, General Managers, team members to operational staff and the public.
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none"> 1. Provide information to stakeholders on the progress of work tasks as required. 2. Assist in promoting project outcomes and acumen through appropriate communication mechanisms. 3. Model behaviours that reinforce open and honest communication with stakeholders and peers. 4. Project and promote the image of Council as being efficient, courteous and customer based focus. 5. Effectively communicate with different levels of the organisation from Mayor, Councillors, General Managers, team members, operational staff and the public. 6. Comply with Council's Code of Conduct
Legislative Responsibilities	<ol style="list-style-type: none"> 1. Administer and monitor auditable programs in accordance with the requirements of related Acts and Regulations. 2. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Bundaberg Regional Council 'Corporate

	<p>Recordkeeping' Policy and associated procedures.</p> <p>3. Observe Council's policies and procedures to ensure compliance with:</p> <ul style="list-style-type: none"> ▪ Work Health and Safety Act 2011; ▪ Work Health and Safety Regulation 2011; ▪ Environmental Protection Act 1994; and ▪ Environmental Protection Regulation 2008 ▪ Public Interest Disclosure Act 2010 ▪ Anti Discrimination Act 1991
Workplace Health and Safety Responsibilities	<p>1. Assist to ensure the work environment complies with workplace health and safety legislation by reporting accidents and potential hazards to your supervisor using the appropriate form/system in a timely manner.</p> <p>2. Ensure you comply with correct use and storage of personal protective equipment.</p>
Confidentiality and Privacy	<p>1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilized or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</p> <p>2. Ensure compliance with:</p> <ul style="list-style-type: none"> ▪ Right to Information Act 2009 ▪ Information Privacy Act 2009
Environmental Responsibilities	<p>1. Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities</p> <p>2. Assist to ensure that Council's strategic and operational activities are planned and conducted in such a manner as to minimise, and where possible avoid, adverse effects on the environment and social surroundings.</p>
Financial Responsibilities	<p>1. Comply with Procurement Manual Governance Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.</p>

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ul style="list-style-type: none"> • Bachelor of Applied Science- Environmental Health, Health Science or other relevant tertiary qualifications. • A current certificate of Professional Recognition as issued by Environmental Health Australia. • A current C class driver's licence. • Comprehensive knowledge of all relevant Acts, Regulations and Local Laws. • Disciplined knowledge in or the ability to rapidly acquire knowledge in the applications of Council work practices, policies, procedures and guidelines. • Provide confidential, client focussed, high quality professional support to the Health and Regulatory Services Team.
Technical Skills & Abilities
<ul style="list-style-type: none"> • Very high level developed interpersonal skills with the ability to communicate both verbally and written with a variety of internal and external parties. • Extensive experience and ability in application of time management principles that can be used to manage outcomes. • Demonstrated ability to gather data generated from Council's corporate information systems to ensure efficient and effective delivery of Departments requirements.

- Demonstrated high level interpersonal, oral and written communication skills, with the ability to consult, communicate and problem solve effectively with all levels of internal and external customers within a multidisciplinary environment.
- Demonstrated ability to prioritise tasks, meet deadlines and work with minimal supervision.
- Demonstrated organisational and problem solving skills.
- Prepare detailed correspondence.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications

1. Demonstrated high level experience in the planning and coordination of dedicated health programs relevant to the role and legislation, work practices, policies, procedures and guidelines.
2. Demonstrated very high level ability to plan workload, achieve set goals and meet deadlines.
3. Demonstrated very high level of skills with computers and office related software.
4. Very high level interpersonal skills with the ability to communicate both verbally and written with a variety of internal and external parties.
5. Demonstrated high level experience in conflict resolution.