

POSITION DETAILS			
Title:	Environmental Health Officer - Ulladulla	Grade:	15
Number:	P09075	Status:	Permanent, Fulltime
Group:	Planning & Development Services Group	Reports to:	Unit Manager – Environmental Health P09200
Section:	Environmental Health – Ulludulla		

PRIMARY PURPOSE OF THE POSITION

Provide for the protection, promotion and improvement of the environment and public health and safety of the community by:

- providing professional advice, delivering education and guidance;
- administer and enforce the Acts and Regulations under various legislation and Council policies; and
- working co-operatively with other Council employees and state agencies to achieve improved environmental and public health outcomes.

SELECTION CRITERIA

Essential Qualifications, Licences and Experience

- Tertiary qualifications equivalent to Bachelor of Applied Science (Environmental Health)
- Demonstrated experience in relevant employment in local government or a relevant field of Environmental Health
- High level technical and specialised knowledge of legislation, Acts and Regulations applicable to the effective provision of regulatory actions, investigation, compliance and public education.
- Experience with environmental monitoring and laboratory work
- Current Class C Driver's Licence
- Current NSW WorkCover Construction Induction Certificate (Greencard)

Essential Team Work and Customer Service Skills

- Ability to consult, share information and work collaboratively
- Ability to diffuse hostile situations and negotiate conflict resolution

Essential technical Skills

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.

Desirable Criteria

- Current NSW Boat licence
- An understanding of the local government environment

SCALE AND SCOPE OF INFLUENCE

- Exhibits positive behaviours by showing initiative, taking responsibility for own actions and referring issues of ethics and probity.
- Supports continuous improvement by identifying improvements to processes and practices and supporting change.
- Contributes to work area planning and prioritises workloads to meet deadlines.
- Impacts on the external image and perception of Council with regards to customer service and workplace behaviour.

Total Expenditure Control:

Positions Reporting Directly to this Position: 2 – P09157 & P09076

Positions that Indirectly Report to this Position: Nil

Number of Contractors Managed: Nil

Annual Value of Contracts Managed: Nil

FUNCTIONAL RESPONSIBILITIES

- Act as the first contact for technical advice to internal and external customers in relation to district environmental matters for the southern area.
- Supervise duties performed by the Environmental Health Officer and Administrative Assistant and ensure that all Council procedures and policies are uniformly implemented, work scheduled as necessary and performance targets achieved.
- Investigate and enforce activities for compliance with relevant environmental legislation such as the Protection of the Environment Operations Act, eg for air, noise, water pollution and waste dumping matters.
- Provide leadership and direction to other environmental services team members working from the Ulladulla Administration office to ensure a high quality service is provided to the general public.
- Ensure that the Environmental Services Ulladulla laboratory is suitably stocked with materials and compliance with relevant OH&S requirements.
- Investigate and respond to neighbourhood complaints such as noise, odours, overgrown vegetation, stormwater disposal;
- Implement the National Food legislation through compliance inspection, food handler education and enforcement of wholesale and retail premises and temporary and mobile food premises;
- Undertake noise assessments of activities as required using sound level meters and provide reports in accordance with noise assessment criteria;
- Undertake inspections of caravan parks and moveable dwellings and associated structures for compliance with the Caravan Park Regulations;
- Carry out environmental monitoring and assessment of waterways within the district including analysis of results for reporting such as in the State of Environment Report as well as recreational water quality monitoring and assessment for reporting to the community;
- Carry out regulation of the following premises and activities with public health significance: - Mortuaries; Skin penetration activities such as tattooists and beauticians for the prevention of the spread of aids and Hepatitis B; Premises with regulated air-handling systems installed with regards to legionnaires disease control; Swimming pools, spas installed on public/semi-public premises such as water slides in hotels, clubs, gyms and the like; Hairdressing and beauty therapists;
- Assess applications for tree removal on private land, environmental health issues associated with developments and subdivisions; Inspection and assessment of sewerage management facilities on domestic and commercial premises; Environmental

assessment of commercial, industrial premises for compliance and environmental management; consultant/professional reports to provide advice and decision making to other sections of council on issues such as noise, contaminated land, wastewater disposal and heritage listed trees.

1. Adding Value and Completing Position Responsibilities:
 - Ensures that all communication provided is correct, factual, timely, customer-focused and in accordance with the relevant legislative requirements and Council procedures.
 - Ensures the Supervisor or Coordinator is aware of difficult/sensitive issues which arise.
 - Shares information within the work group to ensure others are kept informed of issues.
2. Achieving Internal and External Customer Focused Service:
 - Ensures work and behaviour adds value to the business of Council, within area of responsibility and corporately.
 - Makes recommendations on improving practices and procedures relevant to functional responsibilities.
 - Behaves and works in a manner which demonstrates the Environmental Health team as a focused, professional and reliable service.
3. Working With External and Internal Policies, Systems, Processes and Equipment:
 - Works with TRIM, and other Council systems.
4. Communication and Relationships, Self and Team Development:
 - Manages conflicts and differences and contributes to the resolution of problems, to maintain an effective working environment.
 - Works collaboratively and functions as an effective team member.
 - Ensure knowledge of relevant legislation and Environmental Health trends are kept up to-date.
 - Participates in the Employee Performance Review (EPR) and uses feedback to develop skills, behaviour and attitude.
5. Contributing to Council's Long Term Financial Plan:
 - Ensures work is undertaken in a manner which is consistent with the budget and resources allocated.
 - Provides recommendations on improving cost effectiveness within the Team.

OVERALL CORPORATE RESPONSIBILITIES

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| 1. | To adhere to Council plans, policies, procedures and Code of Conduct. |
| 2. | To understand, adhere and promote all Workplace Health and Safety policies and procedures. |
| 3. | To understand, adhere and promote Council's Equal Employment Opportunities policies and procedures. |
| 4. | To understand and respond to the needs of our customers in accordance with the relevant policies. |
| 5. | To deliver functional responsibilities and service levels as required in the relevant operational plan. |
| 6. | To work within budgets and achieve best value for money. |
| 7. | To actively share information and knowledge on issues, training and better practice to relevant staff. |
| 8. | To identify and initiate improvements of processes to maximise service delivery. |
| 9. | To identify and minimise exposure to risk. |

10.	To apply policy and guidelines without personal bias.
11.	To be involved in or provide feedback on corporate initiatives.
12.	To positively and proactively work with others across the organisation to deliver the outcomes.
13.	To provide advice to support others in decision making.
14.	To model Council's values.
15.	To create and contribute to a positive work environment within teams and the workplace.
16.	To undertake relevant training to improve performance and meet mandatory requirements.
17.	To keep abreast of and apply industry wide trends, better practice and innovation.
18.	Use Council's authorised recordkeeping system(s) to create, receive and capture corporate records relevant to the responsibilities of the position in accordance with Council's Records Management Policy.

WORK HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

In addition to the statements below, you are required to perform your duties in accordance with this Job Description, Shoalhaven Council's Code of Conduct, WHS policies and procedures including statements within Council's WHS Authorities/Responsibilities/Accountabilities Policy.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Shoalhaven City Council's property to the responsible Manager.

Certificates of Competency / Licenses

- Where required for the position, either by legislation or through Shoalhaven City Council's policies and procedures, maintain all certificates, licenses, operative training etc. for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager.

Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers;
- Recognise the skills and talent of other staff members;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity;
- Treat people fairly - don't discriminate against, bully or harass them;
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.

CONDITIONS OF EMPLOYMENT / SPECIAL REQUIREMENTS

Award/Agreement

Local Government State Award

Code of Conduct

Employees are to comply with Council's Code of Conduct and Council policies at all times

Regular Hours

Monday to Friday 9am to 5pm. Flexibility may require to work outside of these hours in accordance with operational requirements.

Entitlements

Salary sacrifice options, 9 weeks paid maternity leave, long service leave entitlement after 5 year's service

Work Context

Air conditioned office, use of computers, use of office / communication equipment, manual handling, travel may be required, smoke free work environment

Pre-Employment Requirements

- Working with children clearance for any positions designated as child related employment by the NSW Office of the Children's Guardian.
- Pre-employment medical assessment
- Proof of Australian residency/ citizenship/ work permit status.
- Pre-employment screening to meet the requirements of the Australian Standards in Employment Screening

Employee's Name:	
Employee's Signature:	
Date:	