

Position Description

Position Title	Environmental Health Officer
Directorate	Planning, Environment and Corporate Services
Department	Environmental Services
Classification Level	Level 3 - 5 (Division 2 - Section 1)
Award	Queensland Local Government Industry (Stream A) Award – State 2017 (as amended or replaced)
Agreement	Southern Downs Regional Council Certified Agreement 2011–2014 (as amended or replaced)

Position Objective

Responsible for community awareness and compliance with statutory requirements in respect of environmental health matters.

Provide advice to the Environmental Health Coordinator on development procedures and guidelines relevant to the administration of such matters.

Organisational Relationships

Reports to the Environmental Health Coordinator.

Internal Liaison

- Directors and Managers
- Employees across the organisation

External Liaison

- Environmental health clients including commercial proprietors
- Community Service Organisations and General public
- Relevant Government Departments and Agencies
- General public

Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Matters associated with the development, implementation and review of environmental health programs and statutory licensing:
 - inspection and licensing of establishments and services regulated by food, public health and environment legislation and local laws.
 - investigation of food, public health and environmental nuisance complaints
 - waste management and recycling
 - pest and vector control

- Monitor compliance with relevant statutory and policy requirements.
- Provide advice on, and contribute to development of, policies, procedures and guidelines in relation to the provision of efficient and effective delivery of an environmental health service.
- Initiate and undertake programs which promote the general public's greater understanding of statutory and local law requirements in relation to environmental health.
- Assess development applications relevant to environmental health.
- Maintain accurate records.
- Carry out general activities that assist in the operation of the Planning and Environment Department.
- Other duties as directed by the supervisor.

Training

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

Work Health & Safety Responsibilities

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

Organisational Responsibilities

- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

Extent of Authority

- The supervisor monitors agreed work outcomes.
- The role has the authority to act in accordance with established procedures and guidelines. Guidance is available from the supervisor.

Selection Criteria

Qualifications/ Licences – Mandatory

- Possession of a current open "C" class licence (Car).
- Possession of an Occupational Health and Safety Construction Induction Card ("White Card") or the ability to obtain prior to commencement.
- Relevant qualification of at least degree level
- Eligible for membership of Environmental Health Australia and recognised for appointment as an Environmental Health Officer in Queensland.

Vaccinations – Mandatory

- Possession of immunisation record indicating Hepatitis A&B and Q Fever vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

Key Selection Criteria - Essential

1. Thorough knowledge of and experience in applying legislation and statutory regulations relevant to Environmental Health, in particular when conducting routine inspections and investigating complaints.
2. Working knowledge of administrative procedures and contemporary practices relevant to all aspects of Environmental Health.
3. Ability to use technical equipment specific to environmental health when conducting routine inspections and investigating complaints.
4. A high level of interpersonal skills demonstrating effective communications skills, both written and oral.
5. Ability to use a personal computer, including good keyboard skills and experience in or ability to learn local government software packages, including mapping, property database and records management programs.
6. Ability to plan work and ensure it is completed within defined time frames.
7. Comprehensive understanding of and commitment to excellent customer service.
8. Proven ability to work as part of a team.
9. Knowledge of workplace health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

Key Selection Criteria – Desirable

1. Experience and interest in local government operations.