

<b>Position Title</b>	Environmental Health Officer		
<b>Position No</b>	10152, 10371, 10431		
<b>Directorate</b>	Planning and Environment		
<b>Division</b>	Regulatory Services		
<b>Work Location</b>	Gladstone Office		
<b>Position Status</b>	Permanent Full Time		
<b>Classification Level</b>	Level E		
<b>Employment Conditions</b>	Gladstone Regional Council Certified Agreement		
<b>Award</b>	Local Government Industry (Stream A) Award - State 2017		
<b>Section</b>	One - Administrative, clerical, technical, professional, community service, supervisory and managerial services		
<b>Reporting Lines</b>	Environmental Health Supervisor	<b>Position No.</b>	10153
	Health & Environment Coordinator	<b>Position No.</b>	10156
	Manager Regulatory Services	<b>Position No.</b>	10874

## PART A

### POSITION'S PURPOSE

The purpose of this position is to effectively and efficiently monitor and assess the level of public health and environmental protection within the community, to ensure compliance with applicable standards.

### POSITION'S RESPONSIBILITIES

- Inspect and audit premises to assess compliance with legislative requirements for noise management and infection control.
- Respond to and investigate environmental health related complaints and enquiries.
- Assess and make recommendations for approval of business licence applications and registrations.
- Issue legal notices, orders and instructions to secure compliance with legislation.
- Gather sufficient evidence to enable enforcement action when needed and attend court when required.
- Draft briefs of evidence and technical reports.
- Provide high level professional technical support and specialist advice.
- Develop, implement, coordinate and supervise Environmental Health programs, in consultation with the Senior Environmental Health Advisor.
- Promote the environmental health profession by attending career days, conferences and seminars.
- Prepare and review operational procedures and guidelines relating to environmental health matters.
- Undertake special measures designed to reduce or prevent public health risk in disaster or emergency situations.
- Prepare and undertake immunisation clinics in accordance with relevant processes and statutory agreements.
- Maintain an awareness of materials and products containing asbestos and report identified asbestos to the Coordinator for removal by qualified persons where required.
- Required to exercise the legislative powers in relation to monitoring/enforcing the provisions of Local Government Acts, this includes the power to enter onto private property.

### ESSENTIAL CRITERIA FOR EMPLOYMENT INTO THE ROLE

1. Degree in Environmental Health (or a related discipline) together with relevant experience, knowledge and skills.
2. Eligible to become a member of Environmental Health Australia.
3. Knowledge of, and experience in interpreting and applying relevant legislation, Local Laws and Subordinate Local Laws.
4. Able to acquire approval from Queensland Health as an approved food safety program auditor for high risk food service, including obtaining relevant competencies.
5. Demonstrable keyboard and typing skills and experience using Microsoft Office Suite and operating corporate business systems.
6. Strong interpersonal and communication skills to enable working with a diverse range of customers.
7. Legally able to drive a motor vehicle in Queensland.

### MANDATORY COMPONENTS OF THE ROLE

*Mandatory for the position at Council and training will be provided if required.*

1. Infection Control.

2. Noise Management.
3. Asbestos Awareness.
4. Work Safely in the Construction Industry (White Card).
5. Appointment as an Authorised Person and under relevant State Government and Council Legislation.

## WORK ENVIRONMENT and PHYSICAL DEMANDS

This position requires immunisation against Hepatitis A/B and Tetanus

This position is required to work indoor and outdoor and will require periods of sitting at a desk and operating a computer and telephone. The position also requires the employee to work outdoors carrying out physical tasks which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, lifting, working in confined spaces, and working at heights.

## ORGANISATIONAL RELATIONSHIPS and EXTENT OF AUTHORITY

- This position works under general supervision;
- Exercise a degree of autonomy;
- Control projects and/or programmes;
- Establish priorities and monitor workflow in areas of responsibility;
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions;
- Assistance is available when required.

## PART B

### EMPLOYEE RESPONSIBILITIES

- Understand the requirements and expectations of your role; how it contributes to the purpose of Gladstone Regional Council and where your position sits in the Organisation's chain of command.
- Maintain your own knowledge of, and comply with the *Local Government Act 2009*, *Qld Right to Information Act 2009*, *Environmental Protection Act 1994*, *Qld Information Privacy Act 2009*, *Code of Conduct Policy*, other Council policies, corporate standards, advices and practices.
- Demonstrate Council's values and comply with Council's Customer Service Charter.
- Maintain confidentiality and be responsible and accountable for your own professional behaviour at work in accordance to the Code of Conduct.
- Manage time, prioritise and organise work tasks to meet scheduled and multiple deadlines.
- Be responsible for the quality and quantity of production of your work according to Council's requirements, your PD and duty statement.
- Attend all coordinated, mandatory training sessions.
- Provide assistance to other GRC employees as required.
- Comply with *Work, Health and Safety Act 2011*, with particular emphasis on Section 17 "Management of Risks" and Section 28 "Duties of Workers".
- Report workplace health and safety concerns and incidents to your Supervisor or log all incidents into Council's safety system LOGOSS and report suspected or confirmed breaches to your direct Supervisor.
- Treat all co-workers with respect and courtesy regardless of their race, colour or creed.

## PART C: SIGN OFF

### POSITION APPROVAL

Approved by:	Manager Regulatory Services
Revised Date:	7 November 2017

Performance standards for this position will be detailed in an individual bi-annual achievement review plan and may include Key Result Areas and/or Key Performance Indicators.

This position description is not a duty statement and is subject to change from time to time as the position and organisations operations may alter or restructure. Any such re-organisation of duties shall be the subject of discussion with the incumbent. The position description has been developed to provide an overall indication of the position and the type of work performed at this classification. A task list maybe provided to the incumbent by their Supervisor that further details specific tasks required of the position.