

Introduction

This position description offers a concise account of the general nature of the work that the City of West Torrens (CWT) requires to be undertaken, including the type and range of skills, qualifications and experiences that we believe you should possess in order to competently undertake the duties. It is not an exhaustive list of responsibilities, criteria or outcomes as your role within CWT is a dynamic one. We understand that people and positions change and develop over time, so this position description is considered a 'living document'; your active involvement in the evolution of this position is important.

Position environment

This position provides important and valued services that contribute towards Council's objectives and goals for its community, which are clearly defined in the 'Towards 2025 Community Plan'.

Council's Vision: Committed to being the best place to live, work and enjoy life.

Council's Mission: To strive for excellence in servicing our diverse community.

Towards 2025 Community Plan

In addition to the Vision and Mission Statement, the Community Plan details Council's Values and Aspirations, Strategies and Success Indicators, which together form an integral part of Council's broad planning approach. You can view the community plan at www.westtorrens.sa.gov.au/2025

Our culture

The CWT has adopted a culture of continuous improvement and inspiring and motivating people to achieve excellence.

Through our culture we aim to:

- Care for and value our people, assets and community.
- Encourage balance between life and work.
- Treat people fairly, equitably and respectfully.
- Provide exceptional customer experiences.
- Act with integrity and hold ourselves and others accountable.
- Actively encourage learning, growth and being open to change.
- Communicate, collaborate and work as one.
- Recognise and celebrate achievements.
- Continually pursue excellence.
- Put safety first in all we do.

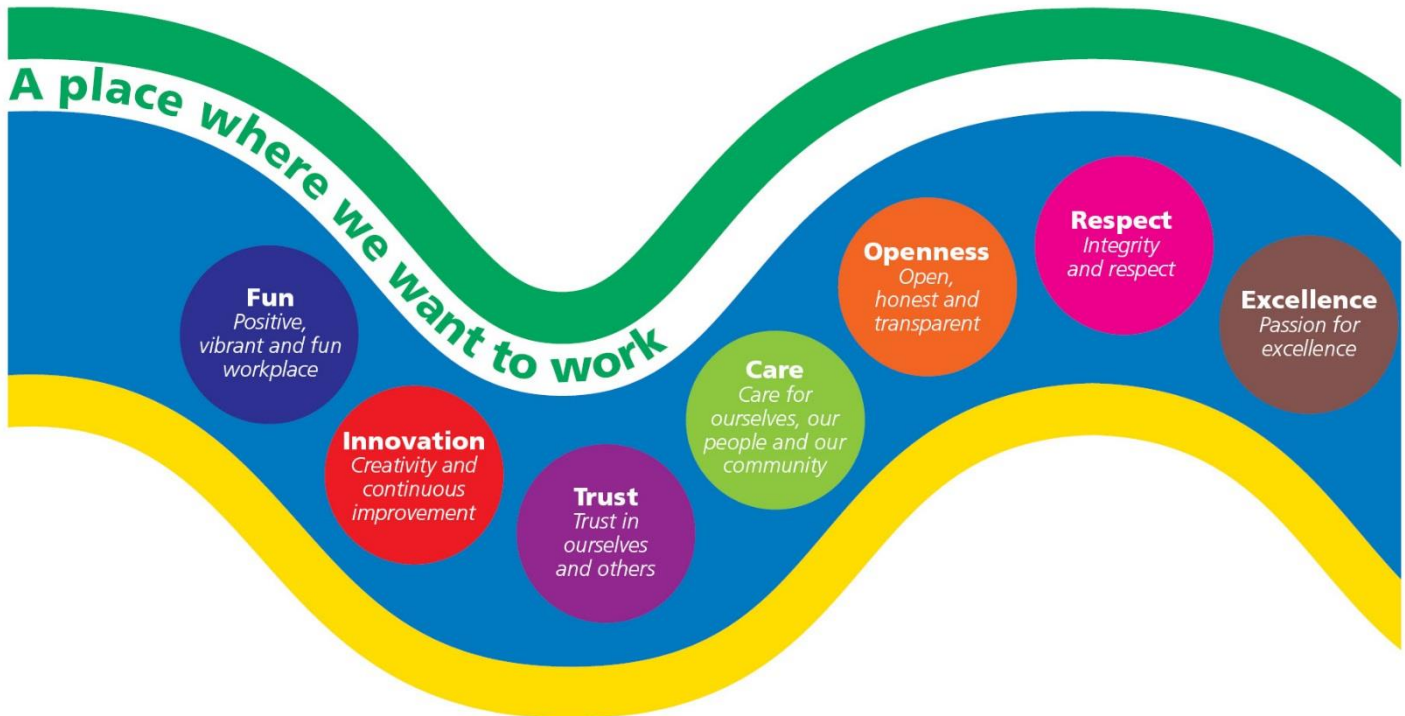
By signing this position description, you agree to be part of a team that embraces positive culture.

Make a difference in
your community.

westtorrens.sa.gov.au



Our Culture



Our culture is one where we:

- Care for and value our people, assets and community
- Encourage balance between work and life
- Treat people fairly, equitably and respectfully
- Provide exceptional customer experiences
- Act with integrity and hold ourselves and others accountable
- Actively encourage learning, growth and being open to change
- Communicate, collaborate and work as one
- Recognise and celebrate achievements
- Continually pursue excellence
- Put safety first in all we do.

Our leaders model the culture through inspiring and motivating people to achieve excellence.

Leaders at the City of West Torrens:

- Provide clarity of direction and clear expectations
- Are open minded, collaborative and receptive to new ideas
- Act with integrity and hold themselves and others accountable
- Proactively drive exceptional customer experience
- Are visible and approachable
- Value, trust and empower people
- Give and receive timely constructive feedback
- Acknowledge and recognise achievements and efforts
- Actively encourage opportunities for learning and development.

POSITION DESCRIPTION

POSITION NUMBER	1139
POSITION TITLE	Environmental Health Officer
STREAM	Administrative
CLASSIFICATION	MSO Level 5
DEPARTMENT	Regulatory Services
DIVISION	Corporate and Regulatory

1. PURPOSE

As a member of the Regulatory Services, Environmental Health Team the Environmental Health Officer is responsible to administer the South Australian Public Health Act, Food Act, Food Hygiene Regulations and other relevant legislation; to provide a safe and healthy environment within the City of West Torrens.

2. POSITION OBJECTIVES

- Exercise the powers, duties and functions as delegated to the Environmental Health Officer.
- Ensure all tasks which are undertaken, are performed at an appropriate level of competency.
- To undertake the preventative, proactive and legislative processes necessary to deliver high standards to ensure that Council meets its obligations in providing a safe healthy environment for the community.
- To liaise with and provide prompt, efficient and professional advice to customers in relation to any matters pertaining to environmental health.
- Support a continuous improvement philosophy.

3. POSITION RESPONSIBILITIES

- Undertake investigations and inspections to assess compliance with related to legislation Council's Environmental Health Team administers, particularly:
 - South Australian Public Health Act
 - Food Act
 - Local Government Act
 - Environment Protection Act
 - Supported Residential Facilities Act
 - Local Nuisance & Litter Control Act.

- Ensure that business plan objectives, team and individual inspection schedules and target time frames are met.
- Provide an outstanding level of customer service to external and internal customers by answering enquiries promptly and effectively and follow up customers to ensure that their request has been satisfied.
- Follow standard operating guidelines and appropriate investigation methods and legislative obligations whilst undertaking all investigations and inspections.
- Follow appropriate investigation methods to ensure accurate records keeping of investigations and inspections.
- Assist in delivery of health education programs and information forums.
- Ensure that timely advice is provided to the Team Leader Environmental Health on public health issues likely to impact on Council and/or the community.
- Provide accurate environmental health information and advice to the general public, council staff, businesses, other agencies and government departments.
- Adhere to work health and safety legislation, policies and procedures in order to ensure your own safety and that of others in the workplace.
- Adequately manage the corporate records created and received according to CWT policies, procedures and legislation.
- Assist in the implementation of the Department's business plan and service plans.
- Participate in the preparation of documentation of legal briefs and attend legal proceedings as required.
- Participate in relevant organisational projects, special interest groups and training programs with the approval of the Team Leader Environmental Health.
- Adequately manage any corporate records created and received according to CWT policies, procedures and legislation.
- Positively contribute to the success of the organisation's culture.
- Actively contribute to the development of Culture program "FITCORE".

4. REQUIREMENTS OF THE POSITION

4.1 Qualifications

Essential	<ul style="list-style-type: none"> • An environmental Health Degree or equivalent qualification for eligibility to be appointed as a local authorised officer under the South Australian Public Health Act. • Current Class 1 drivers licence is mandatory. • Current national police clearance.
Desirable	<ul style="list-style-type: none"> • Previous experience in Local Government environment would be well regarded. • Level 4 National Food Safety Auditor & Department of Health Approved Food Safety Auditor.

4.2 Personal Skills

Essential	<ul style="list-style-type: none">• Proven experience and/or demonstrated ability in delivering quality customer service.• Highly effective interpersonal skills, demonstrating a high degree of initiative, energy and enthusiasm.• Demonstrated self-motivation, initiative and innovation.• Ability to work under minimal supervision.• Effective written and verbal communication skills.• Demonstrated ability to plan, organise work and work efficiently under pressure.• Demonstrated ability to interact with people at all levels and work effectively as a member of a team.• Excellent computing skills with demonstrated ability to learn new applications and effectively use established ones. Competent, accurate keyboard skills.• Working knowledge of the Microsoft Office Suit of desktop applications.• Demonstrated ability to exercise tact when dealing with difficult people.• Ability to research, investigate, identify, solve problems and make decisions independently, using procedures, practice guidelines and the application of professional knowledge gained through experience.• Possess commitment to the principles and practice of:<ul style="list-style-type: none">○ Work Health Safety and Injury Management / Risk Management○ Our Culture○ Equal Employment Opportunity○ Customer service / service delivery○ Quality management and continuous improvement.
-----------	---

4.3 Experience

Essential	<ul style="list-style-type: none">• Proven experience in Local or State Government Environmental Health practice• Demonstrated commitment to providing a high level of customer service to both internal and external customers.
-----------	---

4.4 Knowledge

Essential	<ul style="list-style-type: none">• A comprehensive working knowledge of the following Acts:<ul style="list-style-type: none">➤ Food Act and Regulations➤ South Australian Public Health Act & Regulations➤ Supported Residential Facilities Act and Regulations➤ Environment Protection Act & Policies➤ Local Government Act➤ Local Nuisance & Litter Control Act.• Knowledge of the role of Local Government generally, particularly in the delivery of environmental health services.• Knowledge of State and Federal Government responsibilities in public and environmental health related matters.
-----------	---

4.5 Special Conditions

- | | |
|-----------|---|
| Essential | <ul style="list-style-type: none">• Some out of hours work may be required.• You may be required to carry out other duties as directed which are within the appropriate classification level and commensurate with skills and abilities. |
|-----------|---|

5. REPORTING RELATIONSHIPS

- Reports to Team Leader Environmental Health.

6. AUTHORITY AND ACCOUNTABILITY

- Authority to work within the scope of this position description.

7. WORK HEALTH AND SAFETY (WHS)

- | | |
|-------------|--|
| All Workers | <p>You must take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.</p> <p>In particular you must:</p> <ul style="list-style-type: none">• Comply with statutory and organisational requirements, procedures and rules implemented to protect the health and safety of workers at the workplace including the public.• Use equipment provided to protect health and safety.• Follow reasonable instructions provided on health and safety.• Ensure you are not affected by alcohol or drugs so as to endanger yourself or others.• Report injuries, incidents, hazards and property damage.• Participate in activities associated with the management of workplace health and safety.• Attend identified WHS training for your position. |
|-------------|--|

8. PERFORMANCE STANDARDS

The performance of the incumbent will be measured by:

- Achievements in accordance with the Regulatory Services Service Plan and the incumbent's Performance Development Program (PDP).
- The extent to which position responsibilities are achieved.
- The degree of professionalism, flexibility displayed.
- Reliability, quality and courteousness of service delivered.
- Effective teamwork and contribution to the achievement of team goals.

General Manager (*Position*):

Corporate & Regulatory Services

Signature:

Date:

Employee Name
(*Incumbent*)

Signature:

Date: