



## POSITION DESCRIPTION

Position Title	Senior Environmental Health Officer
Position Number	SP-EP-14
Grade	14
Reports To	Team Leader Environmental Health
Division	Environment & Infrastructure
Hours	70 hours per fortnight
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	Nil Trainee Environmental Health Officer (indirect report)

### Position Purpose

To assist the Team Leader Environmental Health and other members of the Council, ensure that the organisation meets all of its legislative, Management Plan and budgetary requirements. The Senior Environmental Health Officer is also responsible for maintaining Cumberland Council (the organisation and the community) at the forefront of Environmental Health.

### 1. Selection Criteria

#### *Essential Criteria:*

- 1.1 Completion of Degree Level qualifications in Environmental Health
- 1.2 Knowledge of Environmental Health practices
- 1.3 Knowledge of the Protection of the Environment Operations Act 1997, Food Act 2003 (and Food Safety Standards), Public Health Act 2010, Local Government Act 1993 and all Regulations made thereunder.
- 1.4 Experience in implementing inspection programs for food surveillance, regulated systems and skin penetration premises (including tattooists, beauty salons, hairdressers and acupuncturists).
- 1.5 Experience in environmental monitoring, responding to pollution incidents, pollution investigations and enforcement procedures.
- 1.6 Experience with the Environmental Assessment of Development Applications
- 1.7 Preparation of Notices/Orders under the Local Government Act 1993, Protection of the Environment Operations Act 1997, Food Act 2003 and Public Health Act 2010 and issuing Penalty Infringement Notices.

- 1.8 Preparation of letters, memos and reports on issues relevant to the Senior Environmental Health Officer role to a wide range of audience, including Senior Management and Council.
- 1.9 Current Class C NSW drivers licence.

*Desirable Criteria:*

- 1.10 Experience in the development of policy/educational programs, environmental/food auditing.
- 1.11 Coordination of legal action including the preparation and giving of evidence in Court and liaising with Council's designated legal representatives.

## **2. Key Relationships**

### 2.1. Within the section

- All staff

### 2.2. Outside the section

- All Staff of Council and Councillors

### 2.3. Outside Council

- Members of public / residents
- Staff of other Local Governments Authorities
- Staff of State and Federal Government Departments and Agencies
- Members of Business and Community Groups
- Members of the NSW Police Force
- Staff of Revenue NSW
- Council's Legal representatives

## **3. Principal Responsibilities**

### **3.1 Assist the Environmental Health Team**

Assisting other Officers within the Unit, you will be expected to:

- Be accountable for your own actions.
- Research, analyses and consider practical solutions and implement opportunities for continuous improvement through; use of systems, technology, policies, procedures and resources.
- Display a commitment to customer service within your own interactions and of those in the Environmental Health Team.
- Display high level negotiation and mediation skills, experience and an aptitude for problem solving, using research, analysis and evaluation of information.
- In conjunction with the Team Leader Environmental Health, monitor inspection workloads and participate in a staff mentoring program for members of the Environmental Health Team, dependant on their experience and professional development requirements.

### **3.2 Environmental Health Surveillance**

Complete inspections of Retail Food Premises, Industrial/Commercial premises, Development sites, Regulated Systems and Skin Penetration Premises (including but not limited to tattooist, beauty salons, hairdressers and acupuncturists) to ensure compliance with the relevant Acts & Regulations made thereunder.

Respond to nuisance complaints concerning Noise, Odour, Food, Skin Penetration, Unhealthy premises, keeping of animals, Water Pollution and Land Contamination.

### **3.3 Initiate legal action**

Coordinate the issuing of Penalty Infringement Notices for breaches of legislation related to Environmental Health Surveillance. Prepare memos and reports to senior management recommending options for further legal action.

Liaise with Council's solicitors in preparing court documentation including Statements, Court Attendance Notices, and Briefs of Evidence and give evidence in court when required.

### **3.4 Assessment of Development Applications**

Assess development applications within agreed timeframes (including the assessment of technical reports) to ensure the requirements of the relevant Acts & Regulations made thereunder are fulfilled.

### **3.5 Education and Development of Council Policy & Procedures**

Develop and deliver educational programs including Council's 'Food Handler Seminars'. Contribute to the development of Council's 'Cumberland Food Bulletin', attend meetings, training and represent Council on matters of environmental concern.

Ensuring that Council meets all of its legislative requirements that relate to environmental policy and procedure and develop policy which guides environmental health best practice where gaps are identified.

### **3.6 Other Duties as Directed**

Other Duties as Directed by the Team Leader Environmental Health, Manager Health & Environmental Protection, Group Manager Compliance & Environment, Deputy General Manager Environment & Infrastructure or General Manager. This may include but is not limited to:

Working overtime, including before standard working hours, after standard working hours and on weekends and public holidays. Developing presentations and presenting to an audience and representing Council at meetings and conferences.

### **3.7 Development of Strategies and Actions within Council Integrated Planning and Reporting framework**

- Assist in the development of strategies and actions for Council's Community Strategic Plan, Delivery Program and Operational Plan/Budget, that enhance areas of responsibility of the Compliance and Environment Group.
- Assist in the implementation of strategies and actions for Council's Community Strategic Plan, Delivery Program and Operational Plan/Budget that enhance areas of responsibility of the Compliance and Environment Group.
- Assist in the verification and reporting on strategies and actions for Council's Community Strategic Plan, Delivery Program and Operational Plan/Budget that enhance areas of responsibility of the Compliance and Environment Group.

## **4. Risk Management**

### ***Worker Risk Responsibilities***

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

## **5. Work Health Safety**

### ***Worker WHS Responsibilities***

- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
- Participate and assist in achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace.
- Attend all relevant safety training and information sessions provided.

## **6. Energy & Water Commitment Statement**

### ***Employees Responsibilities***

Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

## **7. Child Related Position**

This position is not currently designated as child related but Council may at any time choose to apply to the *NSW Office of the Children's Guardian* to have this role designated as child related, even though it may not involve face to face contact with children. Workers would be duly notified if this was to occur.

## **8. Record Keeping**

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

## **9. Organisational Values**

Staff at all times are required to model Councils values, play a role in raising the profile of these values and associated behaviours across the organisation, including a positive contribution to workplace harmony and displaying cooperative team behaviour.



We are **determined**  
to succeed



We are **inclusive**  
in our approach



We are **progressive**  
in our outlook

## 10. Signatories

I agree this position description accurately reflects the duties and responsibilities of my role and that I will demonstrate commitment to organisational values at all times.

Name: "<Type Name>"

Sign:

Date: <Date>

Group Managers Name: Stewart Rodham

Sign:

Date: <Date>