

Position Description

Role Title:	Environmental Health Officer	Level:	WDRC Non-Operational Staff Certified Agreement Level 5
Section:	Environmental Health	Salary Package:	\$ 78,780.78 (Step 1, 9 day/fortnight) - \$86,599.75 (Step 3, 19 day/4 week cycle) + super + leave loading
Department:	Planning & Environment	Vacancy Reference:	120
Division:	Community & Liveability	Contact:	Wendy Gambley, Environmental Health Coordinator
Location:	Dalby	Telephone:	07 4679 4000
Basis of Employment:	Full Time		

Our Organisation

Western Downs Regional Council (WDRC) is a dynamic organisation committed to providing outstanding service to the local community. Everything we do is underpinned by our positive culture and internal brand which includes being an organisation that cares about its people and their safety, is future focused and strives to make a real difference to our community. Our behaviour reflects our organisational values: **Communication, Leadership, Respect, Balance, Team Work, and Accountability.**

Here at WDRC we are passionate about what we do. We offer you a culture that is reflective of this and, as such, you will be working in an organisation that focuses on continuous improvement and promotes innovation at all levels through challenging the status quo to discover new and better ways of doing things.

Safety First

Western Downs Regional Council is committed to fostering a Safety First work environment that eliminates or manages hazards that have the ability to cause injury or illness to our employees, communities, assets and customers. Council's Safety First values include pre-employment medicals and random drug and alcohol testing.

Fraud Statement

Council has zero tolerance towards fraudulent and corrupt conduct and is committed to the prevention and detection of these activities, and to high standards when dealing with breaches and wrongdoing.

Human Rights

Western Downs Regional Council is committed to protecting and promoting human rights, and to building a culture within Council that respects and promotes human rights and as such will respect, protect and promote human rights in our decision making and actions.

Risk Management

Council creates an environment where all staff will be aware of, and take responsibility for, managing risk.

Role Overview

This role is responsible for the delivery of effective Environmental Health and Local Laws services in compliance with Government Legislation, Council corporate plan goals and industry best practice.

Key Responsibilities

This role encompasses a range of duties and responsibilities which may vary as directed by Council. The key ones include:

- Undertaking environmental health investigations, assessments, sampling and audits (e.g. pollution management; environmental value determination, food safety, vector management, disaster and pandemic management, local laws, waste management, etc.);
- Collecting evidence and preparing Briefs for Court hearings in relation to alleged offences;
- Preparing and issuing regulatory notices (e.g. Compliance, Stop Order, Improvement, etc.) and Infringement Notices;
- Urgently respond to high risk customer requests or incidents to protect the community and environment;
- Deliver promotional, education and project activities that seek to improve environmental health outcomes;
- Assess applications, provide conditions and issue licences and permits; and

- Provide technical knowledge, assistance and support to colleagues, other agencies and the community in relation to environmental health matters.

Critical Competencies

Suitability for this position will be based on experience, application, achievement, and potential in the following critical competencies as they link to the key responsibilities for this position.

Proven/Demonstrated experience in:

- Problem solving (root cause identification; process)
- Understanding, interpreting and enforcing relevant legislation
- Strong analytical ability;
- Effective communication skills - written, verbal and electronic;
- Conflict resolution and negotiation skills; and
- Thorough understanding of contemporary environmental health issues and outcomes (e.g. industry best practice, service delivery, regulatory processes, etc.).

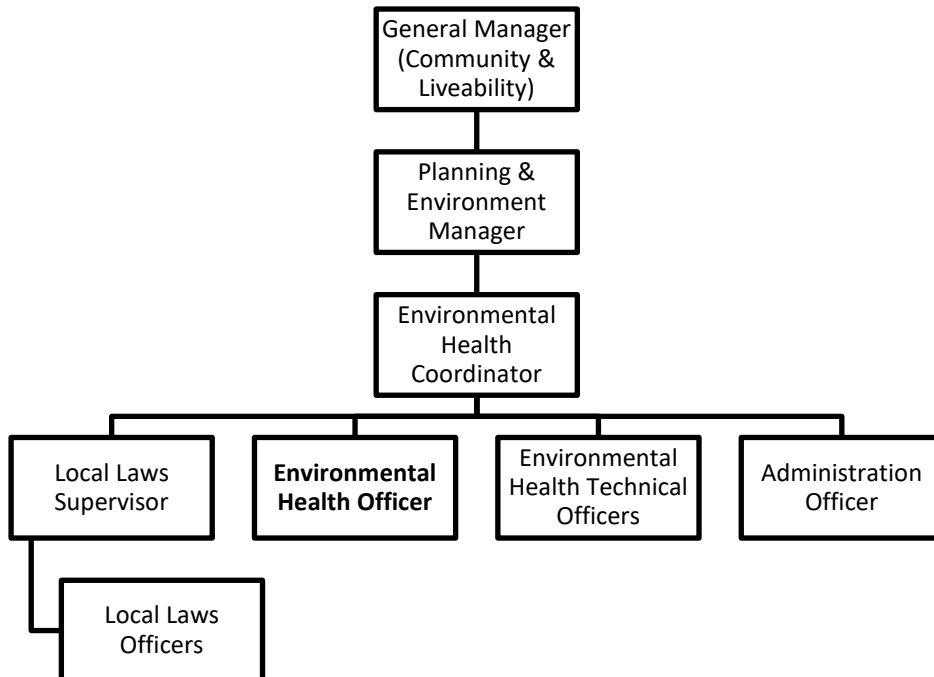
Required Knowledge / Qualifications

A person in this position will need to hold a relevant *Bachelor Level Degree in Environmental Health or equivalent* in a related field, **OR** be able to demonstrate equivalent related experience. A current Queensland "C" Class driver's licence is also necessary.

It is also highly desirable for the successful candidate to have obtained and maintained professional accreditations in Food Safety Auditing, Asbestos Regulations and Pest Management and be eligible for membership with Environmental Health Australia (EHA).

Additional Information

- The current financial delegation for this position is *NIL*.
- The reporting relationship for this position is shown below:
- To apply for this position, submit an application including a cover letter and resume online via Council's website www.wdrc.qld.gov.au



Employee Signature

Name:

Signature:

Date:

