



## Position Description

# Environmental Health Officer

Approved By: **Director Land and Environmental Services**

Controller: **Manager People and Safety**

Document Number: **PD-LES-EH-002**

Version: **6.1**

Approved Date: **22 Nov 2020**

Next Review Date: **22 Nov 2022**

<b>Directorate:</b>	Land and Environmental Services
<b>Business Unit:</b>	Development Services
<b>Location:</b>	City Offices
<b>Classification:</b>	Grade 5 Level 1 – 5

## Position Overview

The position is a professional role providing opportunity for a person holding a recognised tertiary qualification and the applicable accreditation in public and environmental health to further a career in local government.

The Environmental Health Officer will meet statutory and service obligations relating to administration of the Council's responsibilities for the provision of public health and environmental management services.

The incumbent will be required to apply and extend prior learning to consolidate and build on professional and organisational skills in relation to the interpretation and application of complex policy and legislative processes, and for the provision of advice, recommendations, and guidance to other staff and members of the community.

The incumbent will undertake investigation and research into public health, environmental management and local law matters; identify and respond to emerging trends, observations and reports; and implement statutory and allied processes for determining and enforcing compliance.

The position will require the ability to work both autonomously and as part of a team.

The position operates in a challenging environment, requiring constant communication and transfer of knowledge and understanding to those seeking assistance and action, and customer expectations and response to regulatory services outcomes. As with any compliance environment, there is a requirement for diplomacy in communicating and enforcing the law, determining applications, and intervening in disputes.

The accountabilities apply to the Council's responsibilities in relation to a range of policy and regulatory matters, including but not limited to –

- a) food handling and hygiene (food premises, food sampling and food labelling)
- b) water and waste water (potable water, recreational water, and waste water management)
- c) solid, toxic and noxious waste and litter management
- d) pest control



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- e) infectious disease control
- f) public and private building standards, regulated activities (air handling systems)
- g) immunisation
- h) environmental harm and environmental nuisance (noise, air and water pollution)
- i) statutory nuisance and amenity

### Shared Services Accountabilities

The Burnie City Council may from time to time enter into an arrangement with the Council of another municipal district to provide services in public health and/or environmental management.

The Environmental Health Officer is required to coordinate and participate in the delivery of the services as expressly identified in such an arrangement in accordance with the requirements of the other Council and to the same professional and regulatory standard as described in the accountabilities for the Burnie City Council

### Organisational Accountabilities

1. Work effectively within a team focused on outcomes, values and quality service.
2. Ensure that Council meets its statutory obligations with respect to public and environmental health.
3. Actively participate in team priorities and projects.
4. To operate as part of the Environmental Health services section to a standard and in a manner that reflects Council's Corporate and Operational Plans.
5. To actively participate in Council's focus on efficient customer service.
6. Contribution to formulation of strategic objective, policy, and management plans in respect to public health and environmental management aspects of Council's various roles, programs and statutory duties
8. Compilation, analysis and review of public health and environmental management data appropriate to the preparation, evaluation and review of strategic and management plans, practice objectives and programs.



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## Professional Accountabilities

1. To provide specialist advice in regard to Environmental Health matters relative to other sections within Council.
2. To liaise with representatives of other agencies of Government and Council contractors in regard to Environmental Health matters.
3. To draft and issue Statutory Notices, obtain sound legal evidence and institute legal proceedings in accordance with legislation relevant to this position
4. To prepare correspondence and reports including items for Council consideration on issues relating to Environmental Health.
5. To investigate and resolve complaints lodged by the public using an appropriate level of tact and discretion.
6. To assess and monitor compliance for all activities and premises within the public health and environmental management responsibility of the Council and to enforce compliance with the requirements of relevant legislation, Local Laws and policies.
7. To assess applications and to make recommendations regarding issue of licences, permits and registrations as required by Statute.
8. To assist assessment of the Environmental Health aspects of land use and development permit applications.
9. To contribute to maintenance, enhancement and promotion of Environmental Health standards to meet Council and community expectations, including participation in public health awareness, education and promotion programs for commercial operators and area residents and liaison with schools and community groups to ensure dissemination of public health information and services.
10. To perform any other duties, commensurate with knowledge and competencies that will assist the Environmental Health Services section achieve pre-determined goals.
11. To Implement the school based immunisation program
12. To assist to monitor environmental compliance of Council's environmental activities,
13. To assist activities associated with adaptation and mitigation in response to greenhouse gas and climate change matters.



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14. To provide a high standard of technical advice, consultation, information and recommendation
15. to make decisions within the scope of any applicable authority or delegation, including but not limited to –
  - a) The roles and functions of an authorized officer under the *Food Act 2003*;
  - b) The roles and functions of an authorized officer under the *Public Health Act 1997*;
  - c) The roles and functions of a council officer in accordance with the *Environmental Management and Pollution Control Act 1993*;
  - d) The roles and functions an authorized person under the *Local Government Act 1993* in relation to a statutory nuisance;
  - e) The roles and functions of an authorized officer if appointed under a Burnie City Council by-law
16. To initiate, administer, monitor and review systems, procedures, operations and resources required to satisfy obligations within environmental health responsibilities.
17. To apply a high standard of oral communication, report writing and presentation skills.
18. To demonstrate an appreciation of the operation of local government and its place in the system of government and regulatory enforcement.
19. Any other duties as directed within the context of the position

#### **Health and Safety Responsibilities**

This position is defined as a Worker under the *Work Health and Safety Act (Tas) 2012*. S7 of the Act, describes a person as a worker if the person carries out work in any capacity for Burnie City Council. S28 defines the duties of a worker. While at work, a worker must:

- a) take reasonable care for his or her health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Burnie City Council to allow the Burnie City Council to comply with the Act; and
- d) cooperate with any reasonable policy or procedure of Burnie City Council relating to health or safety at the workplace that has been notified to workers

For Safe Work Procedures (SWP's) applicable to this position see Appendix 1



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## Risk Management Responsibilities

This position will commit to Burnie City Council's Risk Management System as it aims to:

- a) Protect against loss through the use of sound principles and practices.
- b) Protect the community by actively maintaining Councils infrastructure
- c) Protect Council from liability from external incidents that may impact Council financially or damage Councils reputation
- d) Protect Council from internal incidents that may impact on daily operations or financial resources.

## Organisational Relationships

This role is accountable to the Director of Land and Environmental Services and reports directly to the Development Services Manager

## Key Communications

**Internal:** This role provides internal advice to officers in a range of positions and departments. As such, it is expected the Officer will maintain positive and constructive relationships at all times. The Officer will need to be consistent in advice and supportive of the nature of compliance work on team members.

**External:** This position has a significant amount of external stakeholder interaction, ranging from business, individuals, other councils and various governing bodies. As such, they will need to ensure they actively promote the best interests of the community and Council and provide quality customer care at all times.

## Policy, Planning and Reporting

The incumbent will be involved in the development of relevant policies and plans and will be required to contribute on a regular basis to reports for Council and the Department. Reports may also be required for communication outcomes of assessments to a variety of stakeholders.

The incumbent is expected to contribute to and comply with all Council employment and operational policies, including but not limited to quality, safety, equity and the environment. These policies are core to the operations and must be reflected in the day-to-day working requirements of the position. A process of continuous improvement should be utilised for all aspects of the role.



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## Authority and Delegations

The Environmental Health Officer is to perform all duties in an authorised manner, and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with approved delegations from the General Manager.

The Environmental Health Officer is to advise customers both internal and external if advice is not complete or requires qualification.

Approval may be sought to undertake a Police Check

## Core Values

Council has made a commitment to build, nurture and celebrate a strong and positive workplace culture that embraces teamwork and shared values. *It's all about relationships.*

### **Self**      **Valuing your contribution**

This value describes how we behave toward ourselves and appreciate our position in the organisation

### **Colleagues**      **Working together with respect**

This value describes how we behave toward our colleagues and how we expect our colleagues to behave towards us

### **Council**      **Be a positive ambassador**

This value describes how we behave towards the organisation and how we expect the organisation to behave toward us.

### **Community**      **Strengthening community alliances**

This value describes how we behave towards our external customers and the community and how we expect the community and our customers to behave towards us



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## Selection Criteria

### Essential Qualifications and Certificates:

1. A recognised tertiary qualification or post-graduate qualification in environmental and public health.
2. Current drivers licence
3. Working With Vulnerable People Certification

### Essential Skills and Knowledge:

1. Demonstrated experience and aptitude as a team player, supporting colleagues and sharing professional knowledge and information in a complex environment.
2. Ability to participate in consultative manner.
3. Excellent verbal and written communication skills, including adherence to administration systems and processes.
4. Ability to apply analytical and problem solving capabilities.
5. Well-developed computer skills.
6. Experience in undertaking research and to present a report and to make recommendations.
7. Capacity to understand and interpret legislation for practical enforcement purposes;

### Desirable

1. Local Government experience will be considered an advantage.

## Acknowledgement of Incumbent

I,			
have read the Position Description and acknowledge, understand and accept the requirements and responsibilities of the position			
Employees Signature:		Date:	
Witness Name:			
Witness Signature:		Date:	



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## Appendix 1

The following Safe Work Procedures are applicable to this position.

Safe Work Procedure	Code	Initial when Read and Understood
Light Fleet Vehicles - Safe Use	SWP-OGM-WHS-001	
Manual Handling - Small Items	SWP-OGM-WHS-004	
Asbestos Removal and Handling	SWP-OGM-WHS-011	
Confined Space Classification and Entry	SWP-OGM-WHS-012	
Incident and Hazard Reporting	SWP-OGM-WHS-014	
Hazardous Substance Procedure	SWP-OGM-WHS-015	
Fire Prevention and Portable Fire Equipment	SWP-OGM-WHS-017	
Computer Ergonomics	SWP-OGM-WHS-003	
Personal Protective Equipment Procedure	SWP-WS-GO-009	
Accidental Spills	SWP-WS-GO-014	
Site Inspection Procedure	SWP-WS-T-007	
Public Interaction	SWP-OGM-WHS-033	

**Please Note:** The Safe Work Procedures listed above are core to this position. Acknowledgement of additional Safe Work Procedures may be applicable dependent upon operational requirements.

I,			
have read and understood the Safe Work Procedures associated with the position of Environmental Health Officer and acknowledge my responsibilities as a Worker under the <i>Work Health and Safety Act</i> (Tas) 2012 to follow all Safe Work Procedures and policies associated with Council's Work Health and Safety Management System.			
Employees Signature:		Date:	

Once completed this Appendix should be submitted to People and Safety to be placed on the Incumbents' Personnel File

## Office Use Only:

Placed on Personnel File:	Date:		Initial:	
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