



Position Description

Environmental Health Officer

Environmental Health & Immunisation Program
Health, Environment & Waste Branch
Strategy & Sustainability Directorate

ABOUT COUNCIL

Logan City Council offers a working environment that recognises innovation, creativity and teamwork, and encourages personal and professional development.

We are one of the largest Councils in Australia, providing community services and facilities to a growing population representing many different cultures. Our dedicated employees serve the City of Logan by successfully delivering a large and diverse portfolio of programs and services.



Logan City Council's Purpose is to make a positive difference in people's lives through the quality of the services we provide.

Our Goal is to be an organisation where our staff pursue excellence in all that they do with high levels of job satisfaction.

Our vision is to deliver an innovative, dynamic city of the future—one that offers social, environmental and economic health now and for future generations.

OUR VALUES:



ABOUT THE HEALTH, ENVIRONMENT & WASTE BRANCH

The purpose of the Branch is to contribute to delivering an innovative, sustainable, prosperous, healthy, clean and green city through the provision of waste and recycling, environmental health, immunisation, conservation and environmental management services.

The Branch includes three programs.

Natural Environment & Sustainability Program

The Natural Environment & Sustainability Program's purpose is to maximise the city's ecological and environmental sustainability outcomes through the delivery of innovative best practice environmental conservation services, community engagement and environmental enhancement projects contributing to a healthy, sustainable and resilient City of Logan. The core services are:

- Environmental Extension Services
- Environmental Events, Activities & Education
- Environmental Grants & Incentives
- Environmental Project Delivery; and
- Environmental Planning, Policy & Advice

Waste & Recycling Program

The Waste & Recycling Program's purpose is to deliver a safe, reliable, connected, affordable and profitable waste and recycling service for the city and others. The core services are:

- Waste and Recyclables Collection
- Transfer Stations
- Waste Recycling
- Recycling Market; and
- Waste Disposal

Environmental Health & Immunisation Program

The Environmental Health and Immunisation Program's purpose is to work with business operators, residents, and other government agencies to maintain and enhance the overall quality of life for people who work, live in or visit the City of Logan through the delivery of public health and environmental protection services. The core services are:

- Public and Environmental Health Licensing and Approvals
- Public and Environmental Health Inspections
- Public and Environmental Health Complaint Investigations; and
- Immunisation.

In addition to these 3 Programs, the Branch also has a Business Improvement Team, led by a Business Improvement Coordinator, which provides business analysis and improvement, financial services, systems support and configuration and GIS services within the Branch.



ABOUT THE ROLE

TITLE:

Environmental Health Officer

POSITION NUMBER(S):

6150, 6154, 6158, 6159, 6160, 6161, 6151, 6162, 6166, 6168, 6175, 6178, 8187

CLASSIFICATION LEVEL:

Graduate Scale

AWARD:

Queensland Local Government Industry (Stream A) Award – State 2017

REPORTS TO:

Environmental Health Services Coordinator

JOB PURPOSE

To deliver regulatory environmental health services including licensing, inspections and complaint investigation in accordance with Council's statutory obligations and policies.

DECISION MAKING AUTHORITY

Council delegates standing authority to exercise power, discretion and judgement to sign correspondence, manage staff and authorise expenditure on behalf of Council in accordance with the relevant Delegations of Authority.

POSITION DIMENSIONS

Direct Reports: 0

Indirect Reports: 0



KEY RESPONSIBILITIES / ACCOUNTABILITY

RESPONSIBILITY

Manage an allocated licensing, inspection and investigation case load, ensuring all activities are delivered in line with relevant policy, legislation and to agreed time, cost and quality.

Investigate/respond to complaints/customer requests/incidents.

Develop reports, legislative, and other correspondence relating to licensing, inspections and complaint investigation ensuring details are correct and that documents are developed to required standards within required timeframes.

Contribute to the planning and delivery of change or continuous improvement projects that impact on team service (such as policy, process, or legislative changes).

Work in partnership with Senior Environmental Health Officers and the Environmental Health Services Coordinator to agree on performance standards and mutual expectations.

Give and receive regular feedback to enable performance to be improved and take personal responsibility for optimising your potential within Council.

Performance Criteria

- Allocated work load delivered to time, budget and quality standards.
- Internal service / customer satisfaction.

OTHER

Council's Leadership and Performance Capability Framework will be used for performance management and development purposes.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.



WHAT WE'RE LOOKING FOR

KNOWLEDGE, SKILLS AND QUALIFICATIONS

A relevant degree qualification in the field of Environment Health that is recognised for eligibility of Membership of Environmental Health Australia.

SUCCESS PROFILE

To do this at level 2 (Graduate - 3 year degree) she / he will bring...

An ability to work under direct supervision.

Developing knowledge of Queensland's public and environmental health legislation including *Food Act 2006*, *Environmental Protection Act 1994*, *Public Health Act 2005*, *Health Drugs and Poisons Regulation 1996*, *Public Health (Infection Control for Personal Appearance Services) Act 2003*, *Logan City Council Local Laws* relating to public and environmental health or demonstrated ability to rapidly acquire such knowledge.

Effective verbal and written communication skills, including the ability to manage customer expectations and explain relevant processes clearly and concisely.

Ability to research, analyse or investigate issues and write concise professional reports and correspondence.

To do this at level 3 she / he will also bring...

An ability to work under direct supervision.

Sound knowledge of Queensland's public and environmental health legislation including *Food Act 2006*, *Environmental Protection Act 1994*, *Public Health Act 2005*, *Health Drugs and Poisons Regulation 1996*, *Public Health (Infection Control for Personal Appearance Services) Act 2003*, *Logan City Council Local Laws* relating to public and environmental health, or an ability to rapidly acquire knowledge and demonstrated minimum one year relevant experience in analysing and interpreting these to achieve practical outcomes.

Proven ability to assess applications, conduct inspections and investigations, under supervision, to produce effective outcomes within the parameters of relevant legislation, Local Laws and Council policies.

Demonstrated ability to research, analyse or investigate issues, write concise professional reports and correspondence and provide advice on issues.

To do this at level 4, she / he will also bring...

At least three years demonstrated experience working under general direction to assess applications, conduct inspections and investigations to produce effective outcomes within the parameters of relevant legislation, Local Laws and Council policies.

Proven ability to prioritise workloads in relation to risk and priority level and manage own re-inspections to determine compliance with previous directions/notices/orders.

Demonstrated knowledge of Queensland's public and environmental health legislation including *Food Act 2006*, *Environmental Protection Act 1994*, *Public Health Act 2005*, *Health Drugs and Poisons Regulation 1996*, *Public Health (Infection Control for Personal Appearance Services) Act 2003*, *Logan City Council Local Laws* relating to public and environmental health, or an ability to rapidly acquire knowledge and at least three years demonstrated experience in analysing and interpreting these to achieve practical outcomes.



To do this at level 5, she / he will also bring...

At this level the incumbent is expected to work under general direction.

Demonstrated customer relationship skills and the ability to translate complex information in concise, practical ways that help manage customer understanding and expectations.

Proven ability to undertake complex investigations (including planning, observation and collection of evidence) and conduct research and draw conclusions to support consistent interpretation of legislation, including the ability to weigh multiple factors to determine appropriate remedial or compliance action required (e.g. practicalities of implementation, enforcement agency approach, legislative requirements and legal principles).

Proven ability to exercise judgement based on experience where procedures are not clearly defined.

REQUIREMENTS & POSITION SPECIFIC CONDITIONS

To be employed in this position applicants must have a valid C class drivers' licence.

This position will be required to administer "authorised person" powers under relevant legislation and must be appointed as an authorised person in accordance with the appropriate legislation.

After hours duties may be required, including undertaking inspections, complaint investigations and participating in the after-hours on-call roster as required.

This position has been identified as having a 'Significant Risk' of exposure to a disease preventable by vaccination. Therefore, it is a compulsory requirement of the position that the incumbent have the following vaccinations (which may vary in the future) in accordance with the terms of The Australian Immunisation Handbook and Council's Staff and Volunteer Vaccinations Management Directive. Vaccines for this position currently include: Hepatitis A, Hepatitis B, Tetanus, MMR, Pertussis and Chicken Pox.

REVIEW

This Position Description was reviewed in **January 2021** and may be reviewed again as Council's organisation is developed or restructured. Any re-organisation of duties as a result of such changes will be discussed with the position incumbent.