

Employment Information Package for

Environmental Health Officer

Position Number POS0698

Enquiries:

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Application Closing Date: Wednesday, 8 December 2021 at 3.00pm

Address all correspondence to:

Manager People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.

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Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 67,000 residents. The City of Launceston is Tasmania's largest municipal council in terms of population and revenue.



Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

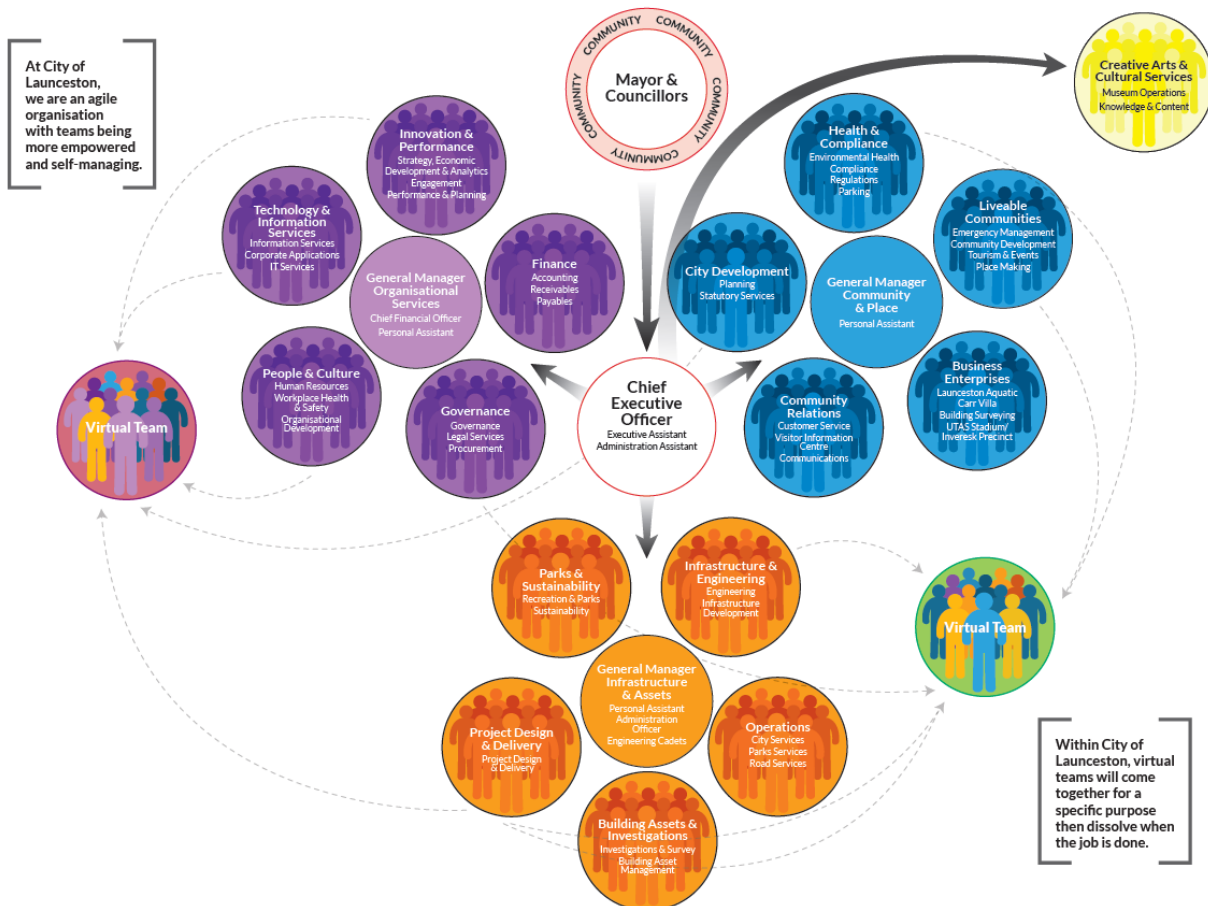
[Click here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston

The City of Launceston is one of 117 Tasmanian workplaces recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.

Network Chart



Information for Applicants

Please read this information carefully, as it will help you with the preparation of your employment application

City of Launceston is an equal opportunity employer and complies with the requirements of the The Australian Human Rights Commission Act (Cth) 1986 and the Anti Discrimination Act 1998 (Tas) during the recruitment and selection process.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria
3. Resume

The On-Line Application for Employment can be accessed [here](#) (you will be asked to attach your supporting documentation).

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. **You must provide a statement that addresses each highlighted selection criterion for the role.** Your statement should include examples that demonstrate how you meet each criterion.

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

Post Application Process

Shortlisted applicants will be contacted by telephone or email to arrange an interview. Unsuccessful candidates will be advised by email or post.

Pre-employment checks

The successful applicant will be required to undertake a pre-employment medical examination and consent to a national police check, at Council's expense, prior to a formal employment offer being made. Further information will be provided to the successful candidate.

General Conditions of Employment

Position Title:	Environmental Health Officer
Employment Terms:	Permanent, full time
Working Pattern:	19 day moth
Total Remuneration:	\$80,899 - \$92,135* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base Salary \$70,194 - \$79,944
Superannuation:	Employer contribution of 15.25%
Annual Leave:	4 weeks annual leave, with leave loading
Long Service Leave:	Long service leave applies after 10 years continuous service

The City of Launceston Enterprise Agreement 2016 is available [here](#)

Position Description

POSITION TITLE:	Environmental Health Officer
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	vacant
TEAM:	Health and Compliance
NETWORK:	Community and Place
REPORTS TO:	Team Leader Environmental Health
PREPARED BY:	Michelle Ogulin
DATE:	November 2021

APPROVED BY:	
NAME:	Leanne Hurst
POSITION:	General Manager Community and Place
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

The purpose of the Environmental Health team is to create and maintain a healthy and sustainable environment for our community through the promotion and protection of public and environmental health.

The role of the Environmental Health Officer (EHO) is to protect and improve public and environmental health by delivering and enforcing the statutory food, public and environmental health risk and evidence based programs, to ensure Council meets its responsibilities under legislation, and to provide the community with a health supportive environment.

This role will see an EHO:

- undertake actions to ensure the orderly and timely attendance to statutory requirements under state legislation and regulations, and council by-laws and policies;
- respond to the needs of the community by resolving complaints related to public and environmental health;
- deliver a customer-focused outcome;
- assist in working towards developing a constructive culture within the team and organisation by actively participating in opportunities for improvement and growth;
- undertake any other duties as required by the Team Leader Environmental Health and Manager Health and Compliance.

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of our values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback. Collaborative opportunities are sought across Networks.
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
Technical		
Teamwork and leadership	Participate as a member of the team in striving for continuous improvement in our processes and practices. Provide assistance to other EHOs when required. Promote Council's values by displaying appropriate behaviours that align with council's values. Continually contribute to improving Council's culture.	An effective and efficient team that are engaged in their work and welcome the opportunity for feedback.
Customer service	Address customer complaints with a can-do attitude and achieve outcomes in a timely manner. Work to deliver a customer-focussed outcome while abiding by the requirements of state legislation and Council by-laws. Undertake actions in an emergency as directed. Undertake pro-active, customer focused initiatives.	Complaints are successfully resolved in a timely manner. Limited number of complaints are escalated to the Team Leader. Improved customer experience.
Environmental Health	Undertake environmental health investigation, inspection and tasks as directed by the Team Leader Environmental Health and in line with statutory requirements.	Accuracy and timeliness.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Complete operational documentation and register documents in Council's record keeping systems.</p> <p>Undertake after hours work as required.</p>	<p>High quality documentation completed and recorded.</p> <p>Work after hours as required.</p>
Communication	<p>Advise the Team Leader of any developing contentious or politically sensitive issues that may be arising.</p> <p>Provide advice to the Team Leader on complex and escalated complaints and issues.</p> <p>Provide proficient verbal and written communication to all internal and external customers</p>	<p>Team Leader is aware of developing issues.</p> <p>Team Leader is advised of complaints and issues in a timely manner.</p> <p>Provide input in the development of written material for publication when requested.</p>
Represent Council	<p>Attend Council/Committee meetings as required.</p> <p>Represent Council at meetings and seminars etc. and serve on committees as required.</p> <p>Appear in court to give evidence in prosecutions.</p>	<p>As required and to a professional standard.</p>
Liaise with external agencies	<p>Form and maintain good relationships with external customers including:</p> <ul style="list-style-type: none"> • Department of Justice • Department of Primary Industry, Parks, Water and Environment • Department of Health & Human Services • TasWater • Environment Protection Authority • Tasmania Police 	<p>As required.</p> <p>Good working relationships are developed and maintained.</p>
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> Understanding of court practices and procedures, and ability to interpret state legislation, regulation and council by-laws and policies High level written and verbal communication skills Demonstrated ability to achieve targets whilst being resilient, flexible and being able to cope with change in a shifting environment Be able to prioritise and manage workloads to meet required timelines Good computer skills and ability to learn corporate software programs Immunised against Tetanus and Hepatitis B. Preferable to be immunised against Hepatitis A and Whooping Cough as well Current driver's licence 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Qualified to accept authorisations and delegations as an Environmental Health Officer in Tasmania. Experience working as an EHO. 	

REPORTING STRUCTURE	
Manager	Manager Health & Compliance
Team Leader	Team Leader Environmental Health
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Other City of Launceston staff	Working relationship
External	Nature of Relationships
State Government Departments	Information and advice
Contractors	Contract Management
Medical Officer	Service Agreements
Developers:	Regulatory and advisory
<ul style="list-style-type: none"> Surveyors 	

<ul style="list-style-type: none"> • Builders • Plumbers • Architects • Engineers 	
Food Business and Place of Assembly Operators	Regulatory and advisory
Operators of other businesses (Level 1 under the Environmental Management & Pollution Control Act)	Regulatory and advisory
Operators of other businesses that require a licence/registration/permit under the Public Health Act and Food Act	Regulatory and advisory

**DELEGATIONS & AUTHORISATIONS
(Local Government Act, By-Laws etc.)**

Purchasing Approvals	Limit \$0
Public Health Act 1997	S11(1) & 31 Authorised Officer S30 Entry, inspection and seizure S32 Production of records S33 Production of things (for purpose of evidence) S34 Production of licence S35 Photographs, sketches, measurements and recordings S36 Information requirements S84 Over crowding S86 Unhealthy buildings S131 Taking of water samples S148 Requirement to provide information S158 Proceedings S169 Service of infringement notices S176 Withdrawal of infringement notice S190 Sale or disposal of forfeited things S191 Return of and access to seized things S192 Sale or disposal of seized things S92 Serve rectification notice for unhealthy premises S119 Issue note to comply with directions in relation to any regulated system S181 Renew licence of a place of assembly S82 Vary a place of assembly licence S97 Grant registration of public health risk activity S101 Renew registration of a premises - health risk activity S102 Vary certificate of registration for a premises - health risk activity S110 Renew a licence to carry out a health risk activity S111 Vary licence conditions to carry out a health risk activity S115 Grant registration for a regulated system S121 Renew registration for a regulated system S122 Vary conditions of registration for a health risk activity S129 Issue notices and orders in relation to water quality S135 Issue certificate of registration for private water supplier S67C Smoking in smoke-free areas prohibited S67D Offence by occupiers in smoke-free areas
Food Act 2003	S101(2) & 102 Authorised Officer S24 Defence relating to publication of advertisement S33 Orders to prevent danger to public health S40 Entry, inspection and seizure S41 Search Warrants S44 Interference with seized items S46 Seized items S47 Notification of seizure

	<p>S49 Return of seized items S48 Destruction of filthy, decomposed or putrid matter S62 Prohibition Notice S59 Improvement Notices S104 Institute proceedings S73 Procedure for taking food samples S118 Infringement Notice S113 Proceeding relating to third persons</p>
Local Government Act 1993	<p>S200 Authority to sign an abatement notice S201 Authority to take action to abate a nuisance S237 Sign any summons notice or other document requiring authentication by the Council S240 Appear before any court or instigate any proceedings</p>
Litter Act 2007	
Environmental Management & Pollution Control Act 1994	S21 Appointment Council Officer
Documents on behalf of Council (authorised to sign)	<p>Notices and Orders under Food Act 2003 Notices and Infringement Notices under Public Health Act 1997 Infringement Notices under Environmental Management and Pollution Control Act 1994 Notices under the Local Government Act 1993 Section 200 – Abatement Notices</p>
Legal action/miscellaneous Appeals	<p>Give Expert Witness in Court Assist in prosecutions/appeals</p>

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.