

Position Statement



POSITION TITLE	Environmental Health Officer
POSITION NUMBER	90305
REPORTS TO	Coordinator Environmental Compliance
CLUSTER	Environmental Regulation & Compliance
DEPARTMENT	Environmental Management
TEAM	Environmental Compliance
PAY BAND	H – Indoor – 35 hours per week

ROLE PURPOSE

The Environmental Health Officer is a member of the Environmental Management team and is responsible for dealing with environmental and public health related issues across the City.eg programmed inspections of swimming pools, skin penetration and food businesses. The role [also deals with Development Application referrals that contain environmental or public health components and also investigates complaints and provides technical advice on all public health and environmental issues.

Roles may evolve and change over time, in line with the changing strategic and operational requirements of the organisation to deliver quality services to our community.

CORE ACCOUNTABILITIES

1. Undertake annual inspection programs in accordance with environmental and public health legislation via a risk based assessment framework to ensure public safety.
2. Provide technical advice to internal and external customers and apply the relevant provisions of the legislation covering environmental and public health issues as they relate to the operations of Council.
3. Process Development Application referrals that relate to environmental and public health issues including food premises, acoustic/noise issues, contamination, air and water pollution, waste water disposal, sewerage treatment systems, cooling towers, swimming pools, skin penetration businesses etc
4. Serve orders and notices under the Local Government Act, Food Act & Regulations, Protection of the Environment Operations Act, Public Health Act, Contaminated Land Management Act & SEPP 55, Environmental Planning and Assessment Act and all other relevant Act or Regulation that confers powers upon Council.
5. Investigate and resolve where possible customer complaints in accordance with all relevant legislation and Council approved policies.
6. Undertake monitoring programs, analyse data, undertake or arrange sample testing and make recommendations relating to the outcomes of same.
7. Investigate pollution incidents, public health and environmental matters, gather evidence and all relevant information and recommend appropriate action in accordance with Council's statutory obligations.
8. Facilitate a collaborative team environment which delivers a high quality service to the community.

The incumbent is required to undertake other duties, projects or tasks as directed, which are within his/her skills, competence and training, and undertake job-specific training and development. Consultation will occur as part of this process.

The position may require:

- Shift and/or weekend work

Position Statement



- On call work
- Travel and/or work across multiple sites

ESSENTIAL CRITERIA

1. Degree in Environmental Health or Environmental Science, Diploma in Environmental Health, Health & Building Surveyors Certificate, or equivalent qualification.
2. Proven experience in the field of public health and environmental management
3. Understanding of all relevant legislation.
4. Class C Driver's licence

DESIRABLE CRITERIA

1. Advanced communication, negotiation and conflict resolution skills.
2. An understanding of the development planning process and investigations/enforcement protocols.

CONDITIONS OF SERVICE

Our values: *shaping our future, leading at all levels, and working together*, reflect the culture of our organisation. They are the 'glue' that brings us all together in achieving our Council and community goals. Employees are expected to support, and feel supported by, our shared values.

Council's Capability Framework applies to all positions, and sets out the behaviours we expect from our people. The Capability Profile for this position is: Team Member The details of each profile are available on Council's intranet.

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined in the letter of offer.