



# THSC Position Description

## 1. Position Details

Position Title	S1053 Environmental Health Officer
Team	Environment & Public Health
Group	Development & Compliance
Report To	S0753 Coordinator - Environmental Health
Number of Direct Reports	0
Max Grade	S10
Min Grade	S09

## 2. Organisational Values

Core Value	Expectation
<b>Honesty</b>	Sets an honest and ethical example for others to follow. This means acting truthfully, transparently and fairly and holding others accountable to do the same.
<b>Integrity</b>	Monitors confidentiality and guide others to respond to inappropriate conduct and conflicts of interest. This means facilitating a work environment that encourages reporting of inappropriate conduct and taking responsibility for own actions.
<b>Loyalty</b>	Commits to facilitating the delivery of best outcomes for the organisation. This means fulfilling the obligations of your role and leading by example.
<b>Leadership</b>	Knows own strengths and limitations and can develop them in others. This means taking action to put in place initiatives to coach and assist individuals and teams to apply their capabilities productively in the workplace.
<b>Safety</b>	Facilitates resources to implement safe work practices and act on reports of incidents and hazards immediately. This means taking action to provide resources to implement Workplace Health and Safety policies and procedures and make changes to improve safe work practices. Adheres to the responsibilities under Council's WHS Policy and WHS Responsibilities and Accountabilities Procedure.

## 3. Primary Purpose

This role evaluates, investigates, researches, documents & reports on environmental & public health issues as an Authorised Officer under relevant legislation. Promotes, monitors & implements community environmental & public health standards to ensure compliance with relevant legislation, guidelines & policies within the Shire.

## 4. Skills & Competencies

Item	Description
PLAN & PRIORITISE	Understands the strategic direction of Council and contributes to the delivery of team goals and outcomes.
FINANCE	Undertakes tasks and duties with a financially responsible approach.
TECHNOLOGY	Identifies ways to leverage technology to achieve better outcomes and uses corporate systems.
PROCUREMENT	Complies with Council's procurement guidelines.
FLEXIBILITY & CHANGE	Is flexible and able to adjust to changes in their working environment. Listens and takes action to make changes when provided with feedback. Can bounce back after setbacks and failures and use them as an opportunity to learn.
WORKING WITH PEOPLE	Can work as a member of a team and develop meaningful and productive workplace relationships.
COMMUNICATE & COLLABORATE	Can engage team members and internal stakeholders. Can tailor communication style to the needs of the audience, actively listens to others and provides input where appropriate. Develops respectful working relationships with team and colleagues.
INFLUENCE & NEGOTIATE	Influences and negotiates with other internal and external stakeholders from a position that is well informed of the key issues. Works towards mutually beneficial



# THSC Position Description

	outcomes.
LEGISLATION & POLICY	Works within defined legislation and policies relevant to their role.

## 5. Duties

Act as an authorised officer under the Food Act 2003 (regulatory inspections/complaints).
Act as an authorised officer under the Protection of the Environment Operations Act 1997.
Act as an authorised officer under the Public Health Act 2010 (regulatory inspections/complaints).
Assess and determine applications made under section 68 of the Local Government Act 1993.
Assist in the delivery of programs and activities.
Assist with preparation of reports.
Assist with projects and undertake research.
Other duties specified by the supervisor/manager.
Provide technical advice to internal and external stakeholders.
Assess, research, document and resolve customer requests regarding environmental & public health.
Conduct research to support the development of environmental strategy and actions.
Enforce legislative requirements.
Issue warnings/cautions, penalty notices, notices and orders for offences.
Maintain safe work conditions and use safe work practices at all times.
Provide advice or comments for development and subdivision applications and management plans.
Provide compliance advice to internal and external stakeholders.
Provide specialist assessment of relevant technical reports & documents.
Review development applications considering environment & public health protection/enhancement.
Develop educational and promotional materials.
Prepare standards, codes, information and fact sheets.

## 6. Risk Management

Act at all times in a manner which does not place at risk the work health and safety of themselves or any other person in the workplace. Be responsible and accountable for taking practical steps to minimise Council's exposure to risks insofar as is reasonably practicable within your area of activity and responsibility.
--

## 7. Knowledge and Awareness

Dealing with Difficult Behaviour
Local Government Code of Conduct
Government Information (Public Access) Act (GIPA)
Manual Handling
Privacy legislation
Snake & Spider Awareness
WHS legislation

## 8. Years Of Experience

>1 year in a similar role
---------------------------

## 9. Qualifications



# THSC Position Description

Bachelors Degree

## 10. Accreditations

Drivers Licence (Class C)

A B

Signature

30 June 2021

Date

## Job Demands Checklist for: Environmental Health Officer

PHYSICAL DEMANDS	Definition	Freq.
1. <b>Sitting</b>	<i>Remaining in a seated position to perform tasks</i>	C
2. <b>Standing</b>	<i>Intermittent standing to perform tasks</i>	F
3. <b>Walking</b>	<i>Intermittent walking various floor type: even / uneven / indoors / outdoors / slopes</i>	O
4. <b>Running</b>	<i>floor type: even / uneven / indoors / outdoors / slopes</i>	N
5. <b>Bending/Leaning Forward from Waist</b>	<i>Forward bending from the waist to perform tasks</i>	O
6. <b>Trunk /Twisting</b>	<i>Turning from the waist while sitting or standing to perform tasks</i>	O
7. <b>Kneeling</b>	<i>Remaining in a kneeling posture to perform tasks</i>	N
8. <b>Squatting/Crouching</b>	<i>Adopting a squatting or crouching posture to perform tasks</i>	N
9. <b>Leg / Foot Movement</b>	<i>Use of leg and / or foot to operate machinery</i>	N
10. <b>Climbing (stairs/ladders)</b>	<i>Ascend / descend stairs, ladders, steps</i>	O
11. <b>Lifting/Carrying</b>	<i>Light lifting and carrying: 0 – 9kgs</i>	O
12. <b>Lifting/Carrying</b>	<i>Moderate lifting and carrying: 10 – 15kgs</i>	N
13. <b>Lifting/Carrying</b>	<i>Heavy lifting and carrying: Up to 20kg</i>	N
14. <b>Reaching</b>	<i>Arms fully extended forward or raised above shoulder</i>	O
15. <b>Pushing/Pulling/Res training</b>	<i>Pushing/pulling: 0-9kgs Pushing/pulling: 10 – 15kgs</i>	O
16. <b>Head/Neck Postures</b>	<i>Holding head in a position other than neutral (facing forward)</i>	O
17. <b>Hand/Arm Movements</b>	<i>Repetitive movements of hands and arms</i>	F
18. <b>Grasping/ Fine Manipulation</b>	<i>Low-medium strength/ fine motor skills</i>	F

SENSORY DEMANDS	Definition	Freq.
1. <b>Sight</b>	<i>Use of sight is an integral part of work performance.</i>	C
2. <b>Hearing</b>	<i>Use of hearing is an integral part of work performance.</i>	C
3. <b>Smell</b>	<i>Use of smell is an integral part of work performance.</i>	O
4. <b>Taste</b>	<i>Use of taste is an integral part of work performance.</i>	O
5. <b>Touch</b>	<i>Use of touch is an integral part of work performance.</i>	O
PHSYCHOLOGICAL DEMANDS	Definition	Freq.
1. <b>Distressed People</b>	<i>Emergency Situations</i>	O
2. <b>Aggressive &amp; Uncooperative People</b>	<i>Dementia, mental illness, drug or alcohol</i>	O
3. <b>Unpredictable People</b>	<i>Dementia, mental illness, drug or alcohol</i>	O
ENVIRONMENTAL DEMANDS	Definition	Freq.
1. <b>Dust</b>	<i>Exposure to atmospheric dust onsite</i>	O
2. <b>Gases</b>	<i>Working with explosive or flammable gases requiring precautionary measures</i>	O
3. <b>Fumes</b>	<i>Exposure to noxious or toxic fumes</i>	O
4. <b>Liquids</b>	<i>Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</i>	N
5. <b>Hazardous Substances</b>	<i>Dry chemicals, glues, etc.</i>	N
6. <b>Noise</b>	<i>Environmental / background noise necessitates people to raise their voice to be heard</i>	O
7. <b>Inadequate Lighting</b>	<i>Risk of trips, falls or eyestrain</i>	O
8. <b>Sunlight</b>	<i>Risk of sunburn exists from spending more than 10 minutes per day in sunlight</i>	O
9. <b>Extreme Temperatures</b>	<i>Environmental temperatures are less than 15°C or more than 35°C</i>	O
10. <b>Confined Spaces</b>	<i>Areas where only one egress (escape route) exists</i>	N














<b>19. Work at Heights</b>	<i>Using ladders, footstools, scaffolding, or other objects to perform work.</i>	N
<b>20. Driving</b>	<i>Operating motor vehicle</i>	F

<b>11. Slippery or Uneven Surfaces</b>	<i>Greasy or wet floor surfaces, ramps, uneven ground</i>	O
<b>12. Inadequate Housekeeping</b>	<i>Obstructions to walkways and work areas cause trips and falls</i>	O
<b>13. Working at Heights</b>	<i>Using ladders, footstools, scaffolding, or other objects to perform work.</i>	N
<b>14. Biological Hazards</b>	<i>Exposure to body fluids, bacteria, infectious diseases</i>	N
<b>15. Vibration</b>	<i>Whole body vibration, upper or lower body vibration</i>	N
<b>16. Hot works</b>	<i>Asphalt or other hot work</i>	N

#### FREQUENCY KEY:

<b>C</b>	<b>Continuous</b>	67-100%	Occurring continuously over a period of time
<b>F</b>	<b>Frequent</b>	34-66%	Occurring or done many times at short intervals
<b>O</b>	<b>Occasional</b>	1-33%	Occasional or done infrequently or irregularly
<b>N</b>	<b>Never</b>	0%	Never

#### Work Arrangements & Requirements

Hours/Days of work	Monday-Friday ( <b>Start:</b> 8:00am <b>finish:</b> 5:00pm) <b>Working hours per day:</b> 8.25 hours												
Variable hours	<input type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs												
Break/Rest Periods	1 hour lunch break												
Equipment used	iphone, ipad, materials/tools												
Personal Protective Equipment	Steel cap boots, high visibility clothing, sunscreen, wide brimmed hat, face mask/ respirator												
	<div><input type="checkbox"/></div>	<div><input checked="" type="checkbox"/></div>	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input type="checkbox"/></div>	<div><input checked="" type="checkbox"/></div>