Position Title:	**Environmental Health Officer**
Level:	Salaried 4 (Stream A)
Department:	Community & Client Services
Program:	Health & Regulatory Services
Position Number:	HRS010, HRS012, HRS037, HRS051, HRS031

This is a banded position with levels that range from Level 3 to Level 5, and a position description has been created for each level. A position number may appear on more than one position description, including where an employee is employed in the position at a higher or lower level.

Position Objective

Contribute towards the achievement of Mackay Regional Council (MRC) Corporate Plans by providing services that protect, promote and improve the environment, and public health and safety in the Mackay region. Increase community awareness and compliance through the provision of professional advice, education initiatives, guidance, and the administration of legislation, policies, systems, methods and procedures in the field of environmental health.

Key Responsibilities

Environmental Health Officers at MRC work across, and are not limited to, the following areas: Food Premises, High Risk Personal Appearance Services and Skin Penetration, Mosquito Prevention, Vermin Control, Asbestos, General Health Risk, Accommodation, Public Swimming Pools, Entertainment Events, Environmentally Relevant Activities (ERAs).

Shall include, but not be limited to:

1. Carry out inspections of a variety of premises to maintain and improve food hygiene standards, improve sanitation, control health risks to the public, and improve environmental outcomes.
2. Issue written and verbal notices and enforce provisions of the Acts, Regulations, Local Laws and Policies administered by the Health & Regulatory Services section.
3. Assist with organising and participating in Environmental Health Education Programs.
4. Investigate general environmental complaints relating to possible air, noise, water and waste emissions or contamination (pollution); litter and illegal dumping, and any complaints relating to ERAs.
5. Conduct inspections of registered ERAs; process applications for ERA Development Approvals and ERA Registration Certificates and update the ERA database as required.
6. Process ERA applications, issue approvals, provide Concurrence Agency responses in accordance with the provisions of the Planning Act 2016 and Environmental Protection Act 1994.
7. Utilise customer service skills to discuss techniques, procedures and/or results with business, vendors and clients.
8. Issue approval for annual licences and annual registrations.
9. Other responsibilities as directed by your immediate supervisor within the scope of this position.

WH&S Obligation and Responsibilities Statement

Attached to this position description is a WH&S Obligation and Responsibilities Statement that outlines the Workplace Health and Safety requirements of this position.

Position Capabilities:

Qualifications

Essential

- Degree in Environmental Health or Science degree with appropriate postgraduate qualification in Environmental Health eligible for membership to Environmental Health Australia.
- Working with Children Blue Card.
- QLD "C" Class Drivers Licence or interstate equivalent. *Note: interstate licences must be transferred to QLD within three (3) months of commencement.*
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- Asbestos training.

Desirable

- Noise Management Training
- Queensland Health Approved Food Safety Auditor

Experience

Essential

- Experience in delivering training packages and/or public speaking

Desirable

- Experience in successfully delivering environmental health functions including the competent delivery of inspections, investigations and enforcement.

Skills

Essential

- Well-developed organisational, research, analytical, problem solving and conceptual skills.
- Demonstrated written and verbal communication skills including the ability to provide appropriate consultation to other Council Officers, the professional and business community and public on environmental health issues, including ability to build and maintain effective working relationships.
- Demonstrated ability to work effectively and productively within a team or independently, including management of time, prioritisation of workload and ability to work under pressure and meet deadlines.

- Ability to carry out inspections, sampling, survey, collection of data and implementation of various correction measures.
- Ability to interpret, understand, retain knowledge and apply legislation, policies and other work-related information.
- Ability to use, interpret and analyse output from specialised equipment, including well developed computer skills and knowledge of Microsoft Office suite.
- Demonstrated negotiation, problem solving and investigation skills.

Desirable

- Ability to gather data generated from corporate information related to environmental health matters and prepare detailed reports and correspondence.

Knowledge

Essential

- Sound working knowledge of Acts, Regulations, Local Laws and Policies administered by the Health & Regulatory Services section.
- Knowledge of, and ability to apply the Public Health Act, Food Act, Environmental Protection Act and associated Regulations and Policies.
- Sound knowledge of operational techniques and practices found within the various industries and activities regularly encountered including, but not limited to; handling techniques, potential environmental impacts, building construction and maintenance methods and techniques, waste management including refuse collection and disposal methods, water treatment procedures and drawing of processing of development plans.

Desirable

- Understanding of Council's Enterprise Risk Management Policy and Framework objectives as they impact the position.

Special Requirements

- Includes work within the Environmental Health on call roster system
- Some out of hours work and domestic travel is expected

Organisational Relationships

Reports to:	Team Leader Environmental Health
Supervision of:	Nil
Internal Liaison:	All MRC
External Liaison:	The professional and business communities, general public

Extent of Authority

As per Council's Policy on Delegation of Authority as resolved from time to time.

This position has the authority to make decisions relevant to the work area with assistance provided by the Supervisor.

Appointee Name:

Appointee Signature:

Acceptance Date:

WH&S OBLIGATION AND RESPONSIBILITY STATEMENT – EMPLOYEES

All employees have a legal obligation to comply with statutory and *Mackay Regional Council* WH&S Management System, SafePlan, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Being aware of the *Mackay Regional Council* WH&S Management System, SafePlan, the WH&S Management System Plan and Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessments, and taking corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on *Mackay Regional Council* property generally.
7. Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
8. Attending any Toolbox Talks or specific training supplied by *Mackay Regional Council.*
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees, or the public.
11. Report any concerns for WH&S to your Supervisor.

Environmental Health Officer
Selection Criteria

Key Selection Criteria are used during the recruitment and selection process to assess the skills and experience of applicants in accordance with the competencies required of the role.

Criteria:	Weighting
Knowledge of, and ability to apply the Public Health Act, Food Act, Environmental Protection Act and associated Regulations and Policies.	30%
Demonstrated written and verbal communication skills including the ability to provide appropriate consultation to other Council Officers, the professional and business community and public on environmental health issues, including ability to build and maintain effective working relationships.	25%
Demonstrated negotiation, problem solving and investigation skills.	20%
Demonstrated ability to work effectively and productively within a team or independently, including management of time, prioritisation of workload and ability to work under pressure and meet deadlines.	15%
Ability to carry out inspections, sampling, survey, collection of data and implementation of various correction measures.	10%
Degree in Environmental Health or Science degree with appropriate postgraduate qualification in Environmental Health eligible for membership to Environmental Health Australia.	Essential
Working with Children Blue Card.	Essential
Current QLD “C” Class drivers licence or interstate equivalent.	Essential