

Environmental Health Officer (SCS051)

Position Description

Directorate	Community Directorate
Division	Environment & Recreation Services
Grade	15
Employment Type	Permanent, full time
Reports to	SCS052 Environmental Health Coordinator

Primary purpose of the position

This position is responsible for effectively working as part of the Environmental Health Team in the delivery of high quality environmental health services.

Key responsibilities

- Undertake routine environmental and public health inspections including but not limited to food premises, commercial/industrial businesses, on-site sewage systems, skin penetration, hairdressers, cooling towers and unhealthy premises swimming pools in accordance with procedures.
- Provide specialist technical expertise to internal and external customers in relation to environmental health.
- Assess environmental and public health related development applications and construction certificates.
- Implement environmental health programs ensuring compliance with environmental legislation and policies.
- Assist in the development and delivery of environmental and public health related education, training and publicity programs.
- Formulate, develop, present, implement, update and improve ongoing standard operating procedures and processes in respect to matters related to Environmental Health.
- Assist in sharps management program.
- Investigate complaints on health related issues including food borne illness outbreaks.
- Initiate and conduct environmental health impacts and risk assessments.
- Respond to disasters and emergency situations where public health is at risk.
- Action customer service requests in accordance with approved service levels.
- Prepare correspondence, reports, statistics and presentations.

Key behaviours

All Council employees are responsible for aligning their conduct in accordance with key behaviours when undertaking the duties of their position. The foundation of these key behaviours is based on Council's Values and vary dependent on the level of your position.

Please refer to Council's Key Behaviours template for more information.

Communication

- I communicate openly and honestly
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand
- I respond promptly to enquiries and requests

Trust

- I am responsible for my own actions
- I take initiative to progress my own work and follow through on my work commitments
- I act honestly and maintain confidentiality
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I utilise Council resources effectively

Respect

- I treat others with respect
- I treat others the way they wish to be treated
- I respect the organisation and I convey a positive and professional image of Council
- I respect the position I hold and complete my work to the best of my ability
- I challenge decisions made by management respectfully and thoughtfully

Innovation

- I look for, and am open to, new and better ways of doing things
- I am receptive to change
- I am flexible and responsive to changing work priorities and issues

Teamwork

- I always work in a safe manner, looking after my own safety and the safety of others
- I consult on safety issues, report hazards, identify, manage and minimise risk for myself and others
- I am an engaged and enthusiastic team player
- I offer support and help to others when workloads are high
- I cooperate with my team members and supervisors and contribute positively to our work

Work Health and Safety

Work Health and Safety (WHS) is the number one priority at Wagga Wagga City Council ('Council'). We make no compromise when it comes to employee safety.

As a worker of Council, it is your responsibility to:

- Follow Council's WHS policies and procedures as instructed
- Report all WHS hazards incidents and near misses to your supervisor as soon as possible
- Participate in all required WHS training

To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position, including any Job Demand Analysis (JDA) that has been completed outlining the inherent physical requirements of this position. Council seeks to apply reasonable adjustments to remove barriers to workplace participation for individuals with a disability or injury.

Essential requirements of the position

Qualifications, licences and competencies

1. Tertiary qualifications in environmental health or related discipline. E.g. Bachelor of Science (Environmental Health).
2. Class C Driver's Licence.

Skills and experience

3. Substantial experience relevant to the role.
4. Proficiency in the use of Microsoft Office and other relevant software packages.
5. Solid time management, planning and administrative skills.
6. Demonstrated ability to work effectively in a team and independently.
7. Solid communication (oral and written) and interpersonal skills including sound, conflict resolution, negotiation and presentation skills.
8. Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.
9. Sound knowledge of statutory requirements of various acts and regulations relevant to the position and solid understanding and experience in risk assessment of projects, activities and tasks.

Disclaimer

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified.

Reviewed: 4/01/2023

Version: 1.0