

# Position Description

<b>Position Title</b>	Environmental Health Officer		
<b>Level</b>	7	<b>Position Number</b>	5104, 5163, 5245
<b>Department Service Area</b>	Health, Building and Community Safety		
<b>Directorate</b>	Development Services		
<b>Position Accountable To</b>	Coordinator Environmental Health		

## Position Accountable For:

Position Title	Level	Number of staff
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N/A

### Liaises with

Internal: All Staff and Councillors

External (Includes but not limited to): Ratepayers, general public, Government and Local Government departments/agencies, contractors and consultants, Solicitors, public utilities and authorities, allied professionals and tradespersons.

## Shire of Serpentine Jarrahdale Values:

### We focus on the customer

#### We Do

- Our customers are at the core of everything we do
- We deliver consistently high service internally and externally
- We respect each other and our customers

#### We Don't

- Ignore or unnecessarily delay customer enquiries
- Treat people with disrespect
- Speak negatively about the Shire, Officers or Councillors

### We do the right thing

#### We Do

- Act with integrity, honesty and respect
- Create a sustainable environment for our people and the community
- We do what we say and we say what we do

#### We Don't

- Engage in aggressive or passive aggressive behaviour or treat each other with contempt.
- Break the rules
- Waste

### We act Safely

#### We Do

- We always put safety first
- We take active responsibility for the safety of ourselves and our colleagues
- We care about each other and the environment.

#### We Don't

- Take safety short cuts
- Shun our safety responsibilities
- Harm ourselves or the environment

### We work as a team

#### We Do

- Work together and help each other
- Consider our impact on others
- Take time to celebrate milestones and success

#### We Don't

- Buy into gossip
- Share information inappropriately
- Expect to see blame, negativity or judging

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**Position Summary:**

To maintain the environmental health and amenity status of the Shire's community, through regular monitoring of core environmental health tasks, and supporting our people's healthy living needs through public health initiatives.

**Responsibilities of Position:**

Listed below are the primary Key Result areas of the position. The list is not exhaustive and the occupant of the position may be required to undertake other duties that could reasonably be expected of a person occupying a position at this level

Key Result Area	Position Responsibilities
<b>Food Safety and Quality</b>	<ul style="list-style-type: none"> <li>• Ensure the community has access to healthy and safe food by supporting and regulating local food businesses to produce adequate food safety standards.</li> <li>• Undertake food safety assessments of all food businesses and provide education, guidance and enforcement depending on risk and significance.</li> <li>• To maintain the frequency of food safety assessments as detailed in the Service Team Plan.</li> <li>• To support food handler skills and knowledge by educating and informing food business and food handlers of their obligations under the Food Act.</li> <li>• To utilise education and information to attain voluntary compliance with provisions of the Food Act.</li> <li>• To apply due process and natural justice to compliance and enforcement, responses based on evidence, risk and severity.</li> <li>• Respond to requests from the community and State agencies on food safety matters, food sampling, food poisoning outbreaks and food recalls.</li> <li>• Undertake risk assessments of pet meat processing establishments to ensure standards are maintained.</li> <li>• To report as required on Food Safety assessments and compliance.</li> </ul>
<b>Drinking and Recreational Water Quality</b>	<ul style="list-style-type: none"> <li>• Ensure non-scheme drinking water provided to the public is safe to drink and aquatic facilities available to the public are safe for their intended use.</li> <li>• Implement the monthly water sampling in accordance with the Service Team Plan and water sampling procedures.</li> <li>• Administer sampling results and resample as required by DoH protocol.</li> <li>• Review and report annually on water quality sampling and fees annually based on risk and evidence from monthly sampling.</li> </ul>
<b>Public Buildings and Events Management</b>	<ul style="list-style-type: none"> <li>• Ensure public buildings and events are safe for their intended use.</li> <li>• Routinely undertake risk assessments of all public buildings as detailed in the Service Team Plan.</li> <li>• Undertake public building assessments using the risk based assessment format.</li> <li>• Respond to all non-compliances based on risk and severity.</li> <li>• Administer assessment and premises details.</li> <li>• Administer and monitor public events in the Shire in accordance with public building regulations and guidelines.</li> <li>• Attend higher risk public events as required.</li> </ul>

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Key Result Area	Position Responsibilities
<b>Waste Water Treatment and Disposal</b>	<ul style="list-style-type: none"> <li>• Ensure the safe and environmentally responsible treatment and disposal of sewage and industry wastes.</li> <li>• Process all single residential Effluent Disposal Applications within 5 working days of receipt of all information.</li> <li>• Process all single residential Effluent Disposal Applications in accordance with Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations, Code of Practice for the Design, Manufacture, Installation and Operation of Aerobic Treatment Units (ATU's), relevant Australian Standards, and the Draft Code of Practice for On-site Sewage Management.</li> <li>• Ensure that onsite effluent disposal systems are constructed and installed so as to adequately treat waste water and not be a nuisance or a risk to public health.</li> <li>• Maintain efficient admin framework for effluent disposal applications and permits in accordance with the Public Health Act 2016</li> <li>• Continuously review the administration and approval process for domestic onsite effluent disposal systems to improve the standard of applications, assessments and installations.</li> </ul>
<b>Health Risk Assessments</b>	<ul style="list-style-type: none"> <li>• Assess all other health premises applications against relevant frameworks in a timely manner.</li> <li>• Undertake health risk and impact assessments of planning and building applications as required to minimise negative environmental health and amenity impacts and influence positive public health outcomes.</li> <li>• As required, attend planning and development assessment meetings.</li> <li>• Assess development applications and associated technical documents to prepare health impact or risk assessment reports.</li> <li>• Liaise with other service teams and agencies as required.</li> <li>• Provide relevant reports, recommendations and conditions with impact assessments.</li> </ul>
<b>Community Amenity, Service Requests and Complaints</b>	<ul style="list-style-type: none"> <li>• Respond to service requests and minimise unwanted exposure to hazards and nuisances that may impact on amenity and/or be a risk to health.</li> <li>• To act in response to customer and community service requests and complaints within 10 days and in a way that is relevant to the customer's needs, reflects the team and organisational values.</li> <li>• To administer service requests and complaints in an open and accountable way applying relevant procedures.</li> <li>• Demonstrate risk and evidence based decision making when responding to and administering customer requests and complaints.</li> <li>• Assess and / or audit all offensive trades as detailed in the Service Team Plan.</li> <li>• Monitor and assist with the administration of offensive trades annual licenses and conditions.</li> <li>• Attend community consultative groups as required.</li> </ul>
<b>Public Health Education and Promotion</b>	<ul style="list-style-type: none"> <li>• Support our communities health needs through the implementation of the Shire's Health and Wellbeing Strategy.</li> <li>• Deliver all core environmental health services with an integrated approach to health promotion and prevention activities.</li> <li>• Assist with the preparation and delivery of proactive healthy education and promotion projects as required.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide the best possible customer service as per the standards set in the Shires Customer Service Charter.</li> </ul>

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Key Result Area	Position Responsibilities
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that work output and methods are achieving the Shire's vision and actions in the Strategic Community plan.</li> <li>• Comply with the Occupational Safety and Health Acts and ensure completion of monthly Positive Performance Indicators.</li> <li>• Actively review, implement and monitor departmental operating procedures. Continuously look for opportunities to improve procedures and practices to deliver environmental health services in the most effective and efficient manner.</li> </ul>
<b>WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Takes appropriate action to maintain the health and safety of self, other employees, workers and visitors.</li> <li>• Reports hazards, incidents and accidents promptly, in accordance with procedure and takes part in investigation as necessary.</li> <li>• Participates in workplace risk assessments and the identification and control of hazards.</li> <li>• Complies with all identified legislation, codes, standards, policies and procedures to maintain safe working environment.</li> <li>• Is familiar with fire, safety and security provisions within the workplace and participates regularly in planned drills.</li> <li>• Seeks assistance from supervisor when in doubt of own competence or if issues of concern arise.</li> <li>• Attends scheduled training as required.</li> </ul>
<b>Maintain Integrity of Shire's Values and Standards</b>	<ul style="list-style-type: none"> <li>• Apply the Shire's values every day.</li> <li>• Compliance with the Shire's Code of Conduct.</li> <li>• Comply with all statutory obligations including the Local Government Act and Equal Opportunity Act.</li> <li>• Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times - creating records, which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required.</li> </ul>

### Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information so as to enable the selection panel to make an informed assessment of their suitability for this position.

### Essential Criteria

1. An Environmental Health qualification acceptable to the Chief Health Officer.
2. Minimum "C" class driver's licence.
3. Eligibility for approval as an Authorised Person (Noise) under the Environmental Protection Act 1986.
4. Able to demonstrate an understanding of the roles and responsibility of Environmental Health Officers in Local Government.
5. Able to demonstrate an understanding of the process of evidence and risk based decision making and risk communication.
6. Able as to demonstrate an understanding of health risk and impact assessment principles and practices.
7. Good verbal, written and interpersonal communication skills.
8. A good level of computer literacy appropriate to the position.
9. A demonstrated ability to work effectively within a team environment and work independently.

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**Desirable Criteria**

1. Experience in the use of Technology One system.
2. Experience in local government.
3. Able to demonstrate an understanding of how Local Government Environmental Health Officers can support local populations public health needs needs.

<b>Reviewed by:</b>	Andrew Trosic
<b>Position:</b>	<b>Director Development Services</b>
<b>Date:</b>	December 2022