

Kingborough Council

Information Package for Applicants



Position:	Environmental Health Officer, Position Number 000694
Employment Status:	Fixed Term, Full Time
Department:	Environmental Services Department
Applications Close:	12 February 2023



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Environmental Health Officer

The position works within a professional team responsible for implementing progressive public and environmental health programs within the Kingborough community. Key responsibilities include undertaking inspections, investigations, sampling programs and monitoring of a diverse range of statutory public and environmental health issues.

To be considered for this role, you will require a relevant degree in Environmental Health. Applicants who have made substantial progress towards completing their tertiary qualification may also be considered. You will also have the ability to communicate with a wide range of stakeholders as well as strong problem-solving skills and the capacity to exercise judgement and initiative.

The position is offered on a fixed term 13 month basis with a salary in the range of \$83,162 - \$91,884 per annum depending on skills and experience. Council also offers 12.5% employer superannuation and a 19 day month. For further information on this position, please contact Tara Eschler, Coordinator Environmental Health on 6211 8200.

How to Apply: A copy of the position description for the vacancy and information detailing requirements for applications are available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume. Applications can be submitted online through the Employment Portal on Council's website and close at 11.59pm on 12 February 2023.

Key Selection Criteria for the Position of Environmental Health Officer

Please address these selection criteria in your application

Essential

1. Bachelor of Applied Science (Environmental Health) or Advanced Diploma of Environmental Health, or other such qualification approved by the Director of Public Health and which permits eligibility for membership to Environmental Health Australia.
2. Comprehensive knowledge of and demonstrated ability to interpret and apply relevant legislation, guidelines, standards, codes of practice, policies and By-laws together with the ability to act with a high level of professionalism as an Authorised Council Officer.
3. Ability to work both autonomously and in a team-based environment.
4. Effective time management and planning skills to monitor work outcome efficiencies through prioritisation and risk assessment principles.
5. High level written and verbal communication skills with the ability to produce and present detailed reports and correspondence.
6. The capacity to negotiate effectively across all spectrums of the organisation, government and industry and to facilitate meetings and discussions with other individuals and groups as required.
7. High level interpersonal and conflict resolution skills with the ability to communicate clearly and consistently when providing information, training or undertaking inspections and investigations.
8. Competent computer skills and knowledge using Microsoft Office software, Geographic Information Systems and Local Government application software.

Licences

9. A current driver's licence
10. White Card – Working Safely in the Construction Industry
11. Working with Vulnerable People accreditation

Desirable

12. Knowledge of Tasmanian environmental health legislation.

Position Description

ENVIRONMENTAL HEALTH OFFICER

POSITION DETAILS

Position No.	000694	Directorate	Environment, Development and Community
Employment Status	Fixed term, full time	Location	Council Offices, 98 Beach Road, Kingston
Department	Environmental Services	Classification	Professional Officer Level 2

POSITION OBJECTIVES

The position is responsible for working within a small team and participating in the delivery of community-based public and environmental health strategies and projects, and effectively enforcing the requirements of relevant legislation to enable the Council to meet its statutory and strategic public and environmental health obligations.

KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake regulatory and other relevant and proactive food safety and public and environmental health programs to ensure compliance with state and national standards and community expectations.
- Undertake environmental health assessments, audits, investigations, inspections, monitoring and sampling as necessary to determine risks to environmental health and enforce appropriate legislation.
- Undertake the functions and activities as an Authorised/Council Officer under the provisions of relevant state legislation including the *Food Act 2003*, *Public Health Act 1997* and *Environmental Management and Pollution Control Act 1994* together with functions and activities of relevant sections of the *Building Act 2016*.
- Implement the responsibilities and associated performance requirements of formally issued Instruments of Delegation.

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- Develop, introduce and review community education programs and other strategic activities in the interests of public and environmental health and the needs of the community.
 - Provide input, support and assistance to senior staff in the development of public and environmental health policies and practices.
 - Provide specialised information, support, guidance and advice to the general public, business community and specific stakeholders relating to public and environmental health issues and concerns.
 - Contribute to the development of the Unit's Business Plan and demonstrate accountability for achieving the goals and objectives of this Plan within nominated timeframes.
 - Undertake the preparation of reports on issues of relevance to Council as required including attendance at meetings as necessary.
 - Undertake the assessment of development applications and preparation of reports on relevant environmental health issues as part of statutory planning processes and represent Council at the Resource Management and Planning Appeal Tribunal as required.
 - Participate in review process and ongoing implementation of Council's Strategic, Operational and Environmental Health Plans.
 - Work with the Senior Environmental Health Officer on the development and review processes of regional and State policies, legislation and guidelines in relevant areas of public and environmental health.
 - Work with the Senior Environmental Health Officer on the development and implementation of relevant environmental health community education and liaison programs for positive community outcomes.
 - Coach and mentor other less experienced staff including Cadet EHOs and students undertaking on-the-job work experience.
 - Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to senior members of the Department may be required. They may also provide guidance to other less experienced staff.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from the Senior EHO and Departmental Manager as required.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position mostly works closely with other members of the Environmental Services Department but also liaises with other Council employees in the resolution of issues, eg Development Services, Engineering and Compliance Units.
2. **External** - Government agencies, members of the public, local businesses, consultants, DA applicants.
3. **Direct Reports** - This role reports to the Coordinator Environmental Health Officer and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

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2. Comprehensive knowledge of and demonstrated ability to interpret and apply relevant legislation, guidelines, standards, codes of practice, policies and By-laws together with the ability to act with a high level of professionalism as an Authorised Council Officer.
3. Ability to work both autonomously and in a team-based environment.
4. Effective time management and planning skills to monitor work outcome efficiencies through prioritisation and risk assessment principles.
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Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Provided information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure your application includes:

- A brief letter of introduction stating the reasons why you are seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a National Police check will be required for this position.

Your application should be addressed “**Confidential Job Application – Environmental Health Officer**” and submitted to the following email address: recruitment@kingborough.tas.gov.au.

Thank you for your application.