

Gladstone Regional Council

Position Description

Position Title	Environmental Health Officer		
Position No/s	10152, 10371, 10431, 11394		
Business Unit	Customer Experience		
Group	Health Environment & Pest		
Work Location	Gladstone Office		
Position Status	Permanent Full Time		
Classification Level	Level E		
Employment Conditions	Gladstone Regional Council Certified Agreement		
Award	Local Government Industry (Stream A) Award - State 2017		
Reporting Line	Manager Biosecurity and Environmental Health	Position No.	11186
Appointments Under Legislation	Authorised Person		

PART A

POSITION PURPOSE

The purpose of this position is to effectively and efficiently monitor and assess the level of public health and environmental protection within the community, to ensure compliance with applicable standards.

POSITION RESPONSIBILITIES AND KEY ACCOUNTABILITIES

- Required to exercise the legislative powers in relation to monitoring/enforcing the provisions of Local Government Acts, this includes the power to enter onto private property.
- Assess, inspect, investigate and audit premises to assess compliance with legislative requirements, State and Local, including: food, noise management, infection control etc.
- Issue legal notices, orders and instructions to secure compliance with legislation.
- Provide high level professional technical support and specialist advice to customers, Council Staff, Contractors, Government Authorities and others.
- Develop, implement, coordinate and supervise Environmental Health programs, in consultation with the Senior Environmental Health Officer.
- Prepare, review and amend operational procedures and guidelines relating to environmental health matters to identify and present opportunities for improvement and/or efficiencies that can be achieved
- Attend, participate and coordinate community education programs, displays and presentations.
- Promote the environmental health profession by attending conferences and seminars.
- Prepare and undertake immunisation clinics in accordance with relevant processes and statutory agreements.
- Maintain an awareness of materials and products containing asbestos and report identified asbestos to the Coordinator for removal by qualified persons where required.
- Gather sufficient evidence to enable enforcement action when needed and attend court when required.
- Draft briefs of evidence and technical reports.
- Undertake special measures designed to reduce or prevent public health risk including disaster or emergency situations.
- Promote a team culture focused on delivering quality customer service to ensure high satisfaction and efficient service delivery to all customers by meeting service level requirements, deadlines and agreed expectations.

Gladstone Regional Council

Position Description

- Represent Council and promote a positive image and maintain strong and productive networks within community, business, other local authorities, governance agencies, the private sector and the broader environment.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

- The Executive Leadership Team.
- General Manager Customer Experience.
- Members of the public.
- Other employees.
- Local businesses.
- State Government.
- Local Education Facilities.
- Biosecurity and Environmental Health Team.

ESSENTIAL REQUIREMENTS

1. Degree in Environmental Health (or a related discipline) together with relevant experience, knowledge and skills.
2. Eligible to become a member of Environmental Health Australia.
3. Knowledge of, and experience in interpreting and applying relevant legislation, Local Laws and Subordinate Local Laws.
4. Strong interpersonal and communication skills to enable working with a diverse range of customers.
5. Demonstrated ability to work effectively in a team and independently.
6. Proficient keyboard skills and experience using Microsoft Office Suite and operating corporate business systems.
7. Must be eligible and willing to obtain on appointment, a positive notice Working with Children Blue Card.
8. Legally able to drive a motor vehicle in Queensland.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

1. Previous local government experience.
2. Experience in a face to face customer service setting.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires immunisation against Hepatitis A/B and Tetanus.

This position is required to work indoor and outdoor and will require periods of sitting at a desk and operating a computer and telephone. The position also requires the employee to work outdoors carrying out physical tasks which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, lifting, working in confined spaces, and working at heights.

SUPERVISORY CONTROL AND EXTENT OF AUTHORITY

- This position works under general supervision.
- Exercise a degree of autonomy;
- Control projects and/or programmes;

Gladstone Regional Council

Position Description

- Establish priorities and monitor workflow in areas of responsibility;
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions, Assistance is available when required.

PART B

KEY PERFORMANCE STANDARDS AND EXPECTATIONS

- Develop, communicate, promote and inspire others to share ownership of and contribute to Council's vision and strategic goals.
- Role model Council's SERVICE values; maintain confidentiality and act in accordance with Council's Code of Conduct.
- Represent the business by promoting a positive image, ensuring customer-focused, efficient and safe service delivery.
- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Comply with and apply relevant legislation in the performance of duties ensuring directions and work undertaken is lawful.
- Maintain awareness and take responsibility for identifying and managing risks associated with performance of duties and escalate risks where required.
- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*.
- Remain abreast of statutory requirements of the *Work Health and Safety Act and Regulations 2011*, *Anti-Discrimination Act 1991*, *Information Privacy Act 2009* and *Right to Information Act 2009* and any other state and federal legislation delegated to Council.
- Understand and apply environmental standards, policies and procedures and take all reasonable and practicable measures to minimise harm to the environment including identification and reporting of environmental incidents.
- Ensure you and your colleagues comply with the *Work Health and Safety Act 2011*, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into Councils safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Performance standards and expectations relating to this position will be detailed in relevant performance and review plans.

Gladstone Regional Council

Position Description

POSITION APPROVAL

Approved by:	Manager Biosecurity and Environmental Health
Revised Date:	January 2021