

Job Title & Position Number: Environmental Health Officer (Ref: 1185)

Level: 6

Line Manager: Senior Environmental Health Officer

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: March 2023

1. Job Purpose

To implement and maintain various health programs and projects, which ensure that a high standard of environmental and public health is attained in accordance with statutory obligations, the City's Environmental Health Team Plan and the City's Strategic Community Plan.

2. Organisational Context

The position of Environmental Health Officer is part of the Regulatory Services Branch within the Development Services Department. In total, three (3) branches report to the Development Services Director. Departments include Urban and Regional Development, Land, Facilities and Property Management and Regulatory Services.

3. Key Accountabilities

- Conduct new and routine surveillance programs under the Food Act, Health (Miscellaneous Provisions) Act, Health Local Laws, Caravan Park and Camping Grounds Act, Local Government Act and any other relevant legislation to the role.
- Investigate and action environmental health related complaints to comply with statutory obligations: recommend or implement outcomes that reflect compliance with the relevant legislation.
- Maintain records, prepare statistics, write reports, and give evidence in court cases where environmental health legislation is non-compliant.
- Manage water sampling programs- public swimming pools, beaches, drinking water and other water sources.
- Participate in mosquito and pest control monitoring programs and participate in the identification of appropriate control measures.

- Process Building and Effluent Disposal System applications with recommended health conditions for approval and undertake compliance inspections.
- Follow up reported cases of notifiable diseases in accordance with the requirements of the Health (Miscellaneous Provisions) Act.
- Provide technical and professional advice to staff and the public including project developers regarding environmental health matters.
- Research, develop and implement health promotion and education campaigns and programs as directed using radio, television, newspapers, pamphlets, posters and websites.
- Participate in the development of policy documents, procedures, guidelines, pamphlets and brochures relating to environmental health matters.
- Liaise with the internal and external stakeholders, Health Department of WA, Local Government Departments and other relevant Government Departments regarding Health matters likely to affect the City.
- Manage specific projects, functions or works programs.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates

realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required

- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviours.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Bachelor of Science (Environmental Health) Degree; or other qualification acceptable to the Executive Director of Public Health and City's CEO
- Certificate IV in Leadership and Management
- C Class Driver's License
- Comprehensive experience as an Environmental Health Officer in a local government environment (Desirable)

Knowledge and Skills

- Comprehensive knowledge of Environmental Health practices and procedures, programs, policies and activities and their effective application

- Sound verbal and written skills for communication with internal staff, customers and the public (including report writing and public speaking)
- Sound ability to work effectively in a team environment whilst still using a degree of autonomy
- Sound negotiation and conflict resolution skills
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles