



Position Description

Non-supervisory Employees

Position Title	Environmental Health Officer
Section	Environment & Regulatory Services
Division	Community, Planning & Environment
Reports to	Health & Building Regulation Coordinator
Grade	13
Employment Status (FT/PT/Casual/Temp)	Full-time

Position purpose

The position performs a role of regulation and education on a range of environmental and public health issues, including pollution, food safety, public health premises, underground petroleum storage systems, and on-site sewage management to ensure that relevant legislative requirements, standards, Council policies and objectives are met.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake inspections and surveillance activities to ensure compliance with legislation, guidelines, and Council policies in relation to environmental health.
- Maintain Council data systems in accordance with Council policy and procedures.
- Consult with and provide advice and education to the community on a range of environmental health issues.
- Use technical expertise to analyse and interpret consultant reports (i.e. acoustic, wastewater, contaminated land, remediation), and provide advice to other Council staff in relation to environmental health issues.
- Assess development applications where referred, and advise on environmental health issues related to that development.
- Assess and determine applications (where relevant) in relation to applications under *the Local Government Act 1993* and other relevant environmental legislation.
- Undertake appropriate regulatory action in relation to breaches of relevant legislation.
- Provide regular advice and feedback to the Health & Building Regulation Coordinator in relation to all areas of accountability, including budgets, customer service standards and work schedules and deadlines.
- Assist in the development and review of policies and procedures relating to environmental health.
- Keep informed of changes to legislation and guidelines relating to your functional area.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values

Expected Behaviour

Communication

- I communicate with respect
- 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

Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



Document Endorsement

Date 22 February 2023

Group Manager

Environment & Regulatory Services

Date 22 February 2023

Director

Community, Planning & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
