



# VACANT POSITION

Environmental Health Officer

Goondiwindi

REGIONAL AUSTRALIA AT ITS BEST

[www.grc.qld.gov.au](http://www.grc.qld.gov.au)

Develop your career with Goondiwindi Regional Council, an innovative employer that listens, respects and values your contribution. We are proud of our communities and the key role you can play in making our region a great place to live and work. Council's commitment to high quality services means that we need talented, committed people - we need you!

Don't let this fantastic opportunity pass you by! Join our team now and enjoy the following benefits:-

*Great work/life balance.*

*Full time employees can enjoy quality time with a 19-day month (RDO).*

*Salary packaging available.*

Restructure our salary to work for you to pay for everyday living expenses such as Motor Vehicles, Remote Area Housing (Rent), Superannuation.

*Job security in a local government position.*

Feel secure working for an organisation who believes in strong foundations of respect, balance, communication, teamwork, accountability and leadership.

*Access to free Employee Assistance Program & confidential counselling.*

Reach out to someone confidentially, if you are experiencing any concerns or problems.

Your application must consist of the following information:

#### CHECKLIST

✓ **Covering Letter** addressing:-

- ▶ Qualifications (Don't be concerned if you don't meet all of them)
- ▶ Knowledge, Skills and Expertise (tell us your story and how you think you can fit)

✓ Copy of current **Resume**

It is preferred applications are submitted online at:

<https://careers.grc.qld.gov.au>

If you are unable to submit an application online, alternate options are:-

<b>Email to:</b> Attention: Human Resources  mail@grc.qld.gov.au	<b>Personally deliver to:</b> Attention: Human Resources  Customer Service Centres in Goondiwindi, Inglewood or Texas.	<b>Post to:</b> Attention: Debbie Elliott  Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 Inglewood Qld 4387
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I look forward to receiving your application.

**Debbie Elliott**  
Human Resources Officer

## GENERAL CONDITIONS OF EMPLOYMENT

<b>APPLICATIONS:</b>	It is preferred that applications be submitted online at: <a href="https://careers.grc.qld.gov.au">https://careers.grc.qld.gov.au</a>
<b>POSITION:</b>	Environmental Health Officer
<b>POSITION STATUS:</b>	Permanent full time
<b>LOCATION:</b>	Goondiwindi
<b>AWARD:</b>	Queensland Local Government Industry Award - State 2017.
<b>CLASSIFICATION:</b>	Stream A
<b>SALARY:</b>	Level 6 - \$84,500 p.a. base rate, dependent on experience and qualifications.
<b>LEAVE:</b>	Four (4) weeks annual leave, 15 days personal leave, Annual Leave Loading applies.
<b>WORK PATTERN:</b>	Your ordinary hours of work will be 36.25 hours per week. A 19-day month, rostered day off system applies, where additional hours are banked to accrue a day off per month.
<b>CONDITIONS OF EMPLOYMENT:</b>	Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Council's Code of Conduct and Anti-Discrimination and Workplace Health and Safety.
<b>SUPERANNUATION:</b>	<p>Contributions to superannuation are available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service.</p> <p>Contributions: Employee at 6% of salary, Superannuation Guarantee at 10.5% and Council additional contribution at 1.5%.</p> <p>If you choose not to contribute towards superannuation within the first twelve (12) months of service; Superannuation Guarantee will be at 10.5% of your salary.</p>
<b>PROBATION PERIOD:</b>	A six (6) month probationary period will apply to the successful candidate.
<b>UNIFORMS:</b>	An annual uniform allowance is available to indoor staff. All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
<b>CLOSING DATE:</b>	Friday 31 <sup>st</sup> March, 2023.

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Environmental Health Officer</b>
<b>DEPARTMENT</b>	Community & Corporate Services
<b>LOCATION</b>	Goondiwindi
<b>AWARD STREAM</b>	Stream A
<b>REPORTS TO</b>	Director Community and Corporate Services

### POSITION OBJECTIVE

To monitor and assess the level of Environmental Health, Regulatory Compliance and Waste Management, within the Region, in order to ensure that the standards and level of service expected by the Council and Community are maintained.

### POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"> <li>• The Officer must hold tertiary qualifications in Environmental Health</li> </ul>
<ul style="list-style-type: none"> <li>• A minimum of two years experience in Environmental Health</li> </ul>
<ul style="list-style-type: none"> <li>• Current Queensland "C" Class driver's licence.</li> </ul>

KNOWLEDGE
<ul style="list-style-type: none"> <li>• Effective contract management and preparation skills</li> </ul>
<ul style="list-style-type: none"> <li>• Effective communication skills – written, verbal and electronic</li> </ul>
<ul style="list-style-type: none"> <li>• Effective time management skills</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of environmental aspects relating to waste management</li> </ul>
<ul style="list-style-type: none"> <li>• Thorough understanding of contemporary environmental health issues, such as industry best practice, service delivery, resource recovery and environmental protection</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge of physics relative to noise and pollution</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge of Queensland Local Government Legislation.</li> </ul>

SKILLS
<ul style="list-style-type: none"> <li>• A high level of interpersonal skills demonstrating effective communication skills, both written and oral</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to plan work and ensure it is completed within defined time frames</li> </ul>
<ul style="list-style-type: none"> <li>• Computer literacy skills and experience with Microsoft Office Suite of applications such as Word, Excel and Outlook</li> </ul>
<ul style="list-style-type: none"> <li>• Sound professional knowledge of technical and legal aspects of Environmental Health duties as specified.</li> </ul>

<ul style="list-style-type: none"> <li>• Sound knowledge of chemistry relative to water purity and disposal of hazardous waste.</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge of physics relative to noise and pollution</li> </ul>
<ul style="list-style-type: none"> <li>• Sound knowledge of Queensland Local Government Legislation.</li> </ul>

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> <li>• Undertaking of Environmental Health functions (including food safety, environmental management, public health, Local Laws and Policies), including inspections, promotion and education roles.</li> </ul>
	<ul style="list-style-type: none"> <li>• Environmental audits of all business premises that are required to be licenced and/or registered with Council or are related to public health.</li> </ul>
	<ul style="list-style-type: none"> <li>• Waste Management – Core Functions <ul style="list-style-type: none"> <li>○ Required to meet current legislative obligations and future changes to waste management, collection, recycling, disposal and future strategic planning.</li> <li>○ Day to day management of Contracts in relation to waste and recyclable collection, major and minor transfer stations, operations and maintenance of waste facilities.</li> <li>○ Ensure compliance with environmental and public health requirements.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Prepare reports on environmental health issues and waste management as determined by the Supervisor.</li> </ul>
	<ul style="list-style-type: none"> <li>• Uphold the public image of the Council; maintain satisfactory relations and goodwill with the public.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liaise with other Local Governments, Regional, State and Federal Agencies on environmental health and environmental management matters.</li> </ul>
	<ul style="list-style-type: none"> <li>• To initiate and develop strategies on environmental issues including ecologically sustainable development.</li> </ul>
	<ul style="list-style-type: none"> <li>• Initiate and undertake programs which promote the general public's greater understanding of statutory and Local Law requirements in relation to environmental health and environmental management.</li> </ul>
	<ul style="list-style-type: none"> <li>• To provide advice on and contribute to development of policies, procedures and guidelines in relation to the provision of efficient delivery of environmental health and environmental management services and in the areas of waste management.</li> </ul>
	<ul style="list-style-type: none"> <li>• Any other duties as directed by your Supervisor.</li> </ul>
Service	<ul style="list-style-type: none"> <li>• Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.</li> </ul>

Work	<ul style="list-style-type: none"> <li>To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>To comply with Council's recordkeeping policies, procedures and guidelines, ensuring that full and accurate business records are created, captured and maintained for legislative and accountability purposes;.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>Identify exposures, recommending solutions, implementing approved programs, promoting risk prevention measures, updating and monitoring compliance with procedures and managing safety/risk management reporting requirements.</li> </ul>

WORKPLACE HEALTH & SAFETY OBLIGATIONS	
<p>All employees have a legal obligation to comply with statutory and council's WH&amp;S Management System – SAFE PLAN, WH&amp;S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:</p>	
<ul style="list-style-type: none"> <li>Being aware of the council's WH&amp;S Management System – SAFE PLAN the WH&amp;S Management Plan and MAPs.</li> </ul>	
<ul style="list-style-type: none"> <li>Performing all work and associated functions in a safe manner.</li> </ul>	
<ul style="list-style-type: none"> <li>Complying with all documented WH&amp;S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.</li> </ul>	
<ul style="list-style-type: none"> <li>Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.</li> </ul>	
<ul style="list-style-type: none"> <li>Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&amp;S procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.</li> </ul>	
<ul style="list-style-type: none"> <li>Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.</li> </ul>	
<ul style="list-style-type: none"> <li>Attending any toolbox, team talks or specific training supplied by council.</li> </ul>	
<ul style="list-style-type: none"> <li>Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>Working in a manner that will not endanger themselves, other employees or the public.</li> </ul>	
<ul style="list-style-type: none"> <li>Report any concerns for WH&amp;S to your Supervisor.</li> </ul>	

## RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

### STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

### STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

### STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

## **APPLICATIONS**

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- Provide brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

At an interview, you will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational questions focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.