


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 638" style="background-color: #4F81BD; color: white; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center;"> Group </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="204 1877 399 1899" style="font-size: 10px;"> <p>Clarence... a brighter place</p> </div>	Role Title	Environmental Health Officer Role Description	
		Health and Community Development Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Manager	Rudi Brennan	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Development Date	March 2023
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Health and Community Development Group Objectives (Environmental Health Team):

The Environmental Health Team is part of the Health and Community Development Group. The purpose of the team is:

- to deliver public and environmental health programs to the community.
- Enforce legislation governing public health for both the built and natural environment, in order to promote good public health and environmental practices.
- to enhance the health and wellbeing for all people in the community.
- to deliver education and awareness programs relevant to environmental health to improve standards.

Essential Duties and Responsibilities

Ensure a high level of customer service for the organisation by:

- providing accurate information relating to requests and queries from internal and external clients.
- maintaining relevant records and data bases through entry of information onto relevant computer programs.
- ensuring relevant correspondence, applications, complaints and other requests are dealt with in accordance with agreed policies and statutory requirements in a courteous, timely and professional manner.

Ensure an efficient and effective delivery of public and environmental health programs relevant to the role of the Group by:

- assessing building, plumbing and planning applications under relevant legislation and within established work practices.
- undertake the on-site wastewater assessment component of the plumbing permit process.
- When required, assist in delivering the school-based vaccination program and fortnightly immunisation clinics to the community.
- attending to matters relating to statutory applications and licences, including inspections and assessments of food premises, public health risk activities and mass gatherings.
- investigating and enforcing environmental and public health amenity and safety standard complaints in relation to the Group's responsibilities, including water quality, food safety, domestic wastewater, noise, dust, odours and other environmental and public health nuisances.
- investigating and where necessary actioning matters relating to the provision of regulatory matters, including gathering evidence in regard to prosecutions, taking statements, circumstantial and direct evidence, drafting letters, notice's, reports, advice's and attendance at court.

- being proficient in and providing professional advice and guidance to relevant stakeholders in regard to, all relevant legislation, by-laws, codes of practice and policies.
- undertaking the Health component of the 337 processes.
- drafting reports and correspondence.
- assisting in the preparation, review and maintenance of policies and procedures for the Group.
- assisting with health promotional activities.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies; and
 - Work Health and Safety Policy and Procedures.
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Environmental Health Officer is a member of the Health and Community Development Group and is responsible to the Manager Health and Community Development through the Senior Environmental Health Officer.

Salary

The salary for this position is Pay Point 19 to Pay Point 23.

Selection Criteria

Essential

- Completion of the Bachelor of Health Science (Environmental Health), or an equivalent tertiary qualification.
- Experience in the application of current legislation, by-laws and codes of practice relevant to the position.
- Well-developed research skills.
- A broad understanding of environmental health issues and the ability to effectively educate staff and members of the public in these issues.
- General knowledge of regulatory business processes, roles and responsibilities within the Council.
- Display effective personal management skills to consistently achieve high quality work outputs, the ability to prioritise and demonstrated capacity to embrace technological advances that improve regulatory methods.
- Strong interpersonal, written and oral skills and well-developed computer skills.
- A current drivers licence and eligible for a working with vulnerable persons card
- The ability to work in a team environment and self-manage work to achieve group outcomes.

Desirable

- Experience in Local Government with a sound and practical knowledge of environmental health services, including:
 - building and planning approval assessments.
 - sampling.
 - complaints investigation.
- An understanding of change management principles.
- An understanding of business process mapping tools.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods
 - Lifting and carrying office equipment (about 15kgs).

- Operating computers
- Driving vehicles.