



Position Description

POSITION TITLE:	Environmental Health Officer
DEPARTMENT:	Planning and Environmental Services
REPORTS TO:	Senior Environmental Services Officer
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 5-7
REMUNERATION PACKAGE:	Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight)

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position

The Environmental Health Officer plays a critical role in delivering environmental health services to ensure public and environmental health is maintained in the Kyogle local government area.

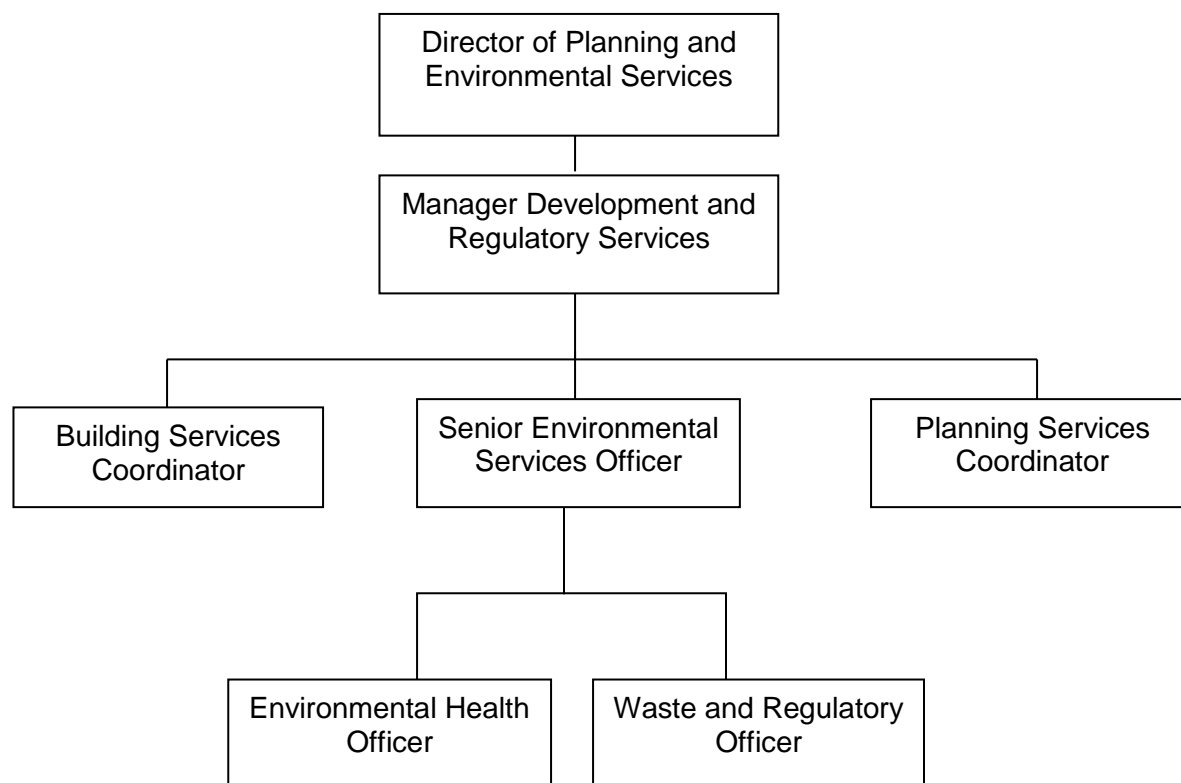
Award Provisions

Award:	Local Government (State) Award 2020
Award Grade:	Band 2 Level 1 – Band 2 Level 2

Organisational Relationships

WITHIN DEPARTMENT:	Director Planning and Environmental Services Manager Development and Regulatory Services Senior Environmental Services Officer Technical and professional staff
WITHIN COUNCIL	Operational Staff Salary staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Government Departments Builders / Contractors Residents Consultants

Organisational Chart



Schedule of Duties

- Conduct regular monitoring of food and health premises and undertake regulatory actions to address public health issues where necessary
- Inspect on-site sewage management systems, trade waste facilities and underground petroleum storage facilities and undertake regulatory actions to address compliance issues where necessary
- Investigate air, noise and water pollution incidents and undertake regulatory actions to address where necessary
- Investigate and monitor activities involving contaminated land and undertake regulatory actions to address where necessary
- Assess the public health and contaminated land components of development applications
- Develop and implement policies, strategies and programs to ensure public and environmental health is protected
- Develop and implement key environmental health education and awareness initiatives
- Plan, manage and deliver environmental health projects
- Prepare reports and data on environmental health matters
- Provide technical advice and prepare correspondence to internal and external stakeholders on environmental health matters
- Assist in developing and maintaining a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high quality services
- Apply the principles and practices of Equal Employment Opportunity and Work Health and Safety to the work place
- Other relevant duties as required.





Role Capabilities

This position is a ‘career-graded’ position. This means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Table 1 outlines the full list of capabilities and the qualifications and experience required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Table 1: Role requirements

Technical Requirements		Grade 5	Grade 6	Grade 7
Qualification		Nil.	Nil.	Bachelor Degree in Public Health, Health Science, or equivalent and 5+ years industry experience
Driver's Licence		Class C	Class C	Class C
Role Capabilities				
 Personal attributes	Manage Self	Adept	Adept	Advanced
	Display Resilience and Courage	Intermediate	Intermediate	Adept
	Act with Integrity	Intermediate	Intermediate	Adept
	Demonstrate Accountability	Intermediate	Intermediate	Adept
 Relationships	Communicate and Engage	Intermediate	Intermediate	Adept
	Community and Customer Focus	Intermediate	Intermediate	Adept
	Work Collaboratively	Intermediate	Intermediate	Adept
	Influence and Negotiate	Intermediate	Intermediate	Adept
 Results	Plan and Prioritise	Intermediate	Intermediate	Adept
	Think and Solve Problems	Intermediate	Intermediate	Adept
	Create and Innovate	Foundational	Foundational	Intermediate
	Deliver Results	Intermediate	Intermediate	Adept
 Resources	Finance	Foundational	Intermediate	Adept
	Assets and Tools	Foundational	Intermediate	Adept
	Technology and Information	Intermediate	Intermediate	Intermediate
	Procurement and Contracts	Intermediate	Intermediate	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in tables 2 and 3.

Grade 5 and 6 – Environmental Health Officer

Table 2: Focus Capabilities for Grades 5 and 6

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	Adept	<ul style="list-style-type: none"> Initiates action on team/unit projects, issues and opportunities Accepts and tackles demanding goals with drive and commitment Seeks opportunities to apply and develop strengths and skills Examines and reflects on own performance Seeks and responds well to feedback and guidance.
Relationships Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	Intermediate	<ul style="list-style-type: none"> Focuses on key points and communicates in plain English Clearly explains and presents ideas and technical information Monitors own and others non-verbal cues and adapts where necessary Listens to others when they are speaking and asks appropriate, respectful questions Shows sensitivity in adapting communication content and style to diverse audiences
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs.
Results Plan and Prioritise <i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>	Intermediate	<ul style="list-style-type: none"> Participates constructively in unit planning and goal setting Helps plan and allocate work tasks in line with team/project objectives Checks progress against schedules Identifies and escalates issues impacting on ability to meet schedules Provides feedback to inform future planning and work schedules

Grade 7 – Environmental Health Officer

Table 3: Focus Capabilities for Grade 7

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas
Relationships Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services.
Results Plan and Prioritise <i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments and evaluates outcomes to inform future planning

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 4 below, in addition to meeting the technical requirements and demonstrating competency in the core capabilities described under the Local Government Capability Framework (see Table 1).

Table 4: Skill progression

Level	Skill required
0 (Grade 5, Entry)	<ul style="list-style-type: none"> • Demonstrated competency in relation to the focus capabilities listed in Table 2 • Demonstrated knowledge of environmental health matters.
1 (Grade 5, Step 1)	<p>In addition to the skills listed under Level 0:</p> <ul style="list-style-type: none"> • Basic understanding of relevant environmental legislation including <i>Food Safety Act 2003</i>, <i>Food Safety Standards</i>, <i>Public Health Act 2010</i>, <i>Protection of the Environment Operations Act 1997</i>, <i>Contaminated Land Management Act 1997</i> and able to accurately interpret and apply legislation and concepts • Able to undertake inspections of food and health premises • Able to accurately apply policy and procedures for regulating food and health premises and recommend appropriate regulatory action where necessary • Able to prepare written correspondence in response to simple environmental health matters • Able to provide accurate advice to internal and external stakeholders in response to simple environmental health matters • Compiles information about environmental health matters for organisational reporting • Able to assist the Senior Environmental Services Officer when investigating reports of environmental pollution or other environmental health matters • Maintains up-to-date and accurate records.
2 (Grade 5, Step 2)	<p>In addition to the skills listed under Level 1:</p> <ul style="list-style-type: none"> • Investigates complaints and incidents involving food and health premises and prepares compliance correspondence as necessary. • Able to review development applications involving food or health premises and appropriately apply conditions as necessary • Able to research environmental health matters and make appropriate recommendations • Able to prepare written correspondence in response to a range of environmental health matters and assist in the preparation of reports as required • Able to provide accurate advice to internal and external stakeholders in response to a range of environmental health matters • Develops and implements work procedures and guides in relation to environmental health matters • Effectively participates in meetings with internal and external stakeholders.

Table 4: Skill progression

Level	Skill required
3 (Grade 6, Step 2)	<ul style="list-style-type: none"> • Completion of an Onsite Wastewater/sewage Management course • Completion of Underground Petroleum Storage Systems course (EPA) • Sound understanding of relevant environmental legislation including <i>Food Safety Act 2003</i>, <i>Food Safety Standards</i>, <i>Public Health Act 2010</i>, <i>Protection of the Environment Operations Act 1997</i>, <i>Contaminated Land Management Act 1997</i> and able to accurately interpret and apply legislation and concepts • Able to undertake field inspections of on-site sewage management systems (OSMS), trade waste facilities and underground petroleum storage systems (UPSS) • Prepares and issues approvals for new OSMS • Actively monitors and audits existing OSMS, trade waste facilities and UPSS and recommends appropriate regulatory action where necessary • Able to provide accurate advice to internal and external stakeholders on OSMS, trade waste and UPSS matters • Able to manage enquiries on OSMS, trade waste and UPSS related matters and prepare appropriate written responses or provide verbal advice to customers.
4 (Grade 6, Step 3)	<p>In addition to the skills listed under Level 3:</p> <ul style="list-style-type: none"> • Completion of environmental noise, air and water pollution course. • Completion of POEO Authorised Officers course (EPA) • Able to review development applications for OSMS matters, assess adequacy of OSMS proposed and appropriately apply a range of conditions as necessary • Investigates complaints and incidents involving OSMS, trade waste facilities, UPSS and environmental pollution and prepares compliance correspondence as necessary. • Able to research OSMS, trade waste, UPSS and environmental pollution related issues and make appropriate recommendations for resolution • Develops and implements work procedures and guides in relation to OSMS, trade waste facilities and UPSS.
5 (Grade 7, Step 3)	<ul style="list-style-type: none"> • Bachelor Degree in Public Health, Health Science or equivalent. • Good understanding of relevant environmental legislation including <i>Food Safety Act 2003</i>, <i>Food Safety Standards</i>, <i>Public Health Act</i>, <i>Protection of Environmental Operations Act 1997</i>, <i>Contaminated Land Management Act 1997</i> and able to accurately interpret and apply legislation and concepts. • Investigates and monitors activities involving contaminated land and prepares compliance correspondence as necessary • Able to review development applications involving contaminated land matters and appropriately apply conditions as necessary • Researches contaminated land issues and prepares reports, issue papers and written correspondence as required.
6 (Grade 7, Step 4)	<p>In addition to the skills listed under Level 5:</p> <ul style="list-style-type: none"> • Able to plan, manage and deliver environmental health projects, including preparation of grant applications • Develops and implements strategies, policies, programs and procedures in response to key environmental health issues • Able to implement key environmental health education and awareness initiatives.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____