

Job Specification: Environmental Health Officer (Cadet or Graduate)

Position Details

Full position details, including major functions and duties, in addition to required qualifications and skills are listed in the attached Position Description.

What We Offer

The full time position is based at Council's offices at Westbury, a short drive from the regional city of Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills and experience:

- The position is offered as a permanent full time role, however candidates interested in a part time arrangement are invited to apply;
- Annual salary will be negotiable depending on experience up to \$68,421 (Pro rata for part time), in accordance with Council's Enterprise Agreement 2022;
- In accordance with Council's Enterprise Agreement 2022 salary increases are scheduled in July each year. A 4% increase will apply in July 2023 and an increase between 3.8% to 4% will apply in July 2024.
- Superannuation will be paid with an 3.5% above the amount required by the superannuation guarantee, currently 14%. This will increase to 15% by July 2024.
- On occasions, there may be a requirement to work outside standard office hours. Appropriate arrangements will be put in place where this is required in accordance with Council's Enterprise Agreement.

Other employment conditions and benefits include:

- A qualifying period of six months will be applicable to this position;
- Standard annual and personal leave entitlements, with payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- Access to study and development leave
- One hour per month health and wellbeing activity leave;
- Four hours per six month period volunteering activity leave;
- Paid parental leave of up to eight weeks after twelve months' service;
- Ongoing professional learning and development opportunities;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities & initiatives, and access to an Employee Assistance Program for staff and their immediate families;
- Genuine demonstrated commitment to flexible work arrangements;
- Reward and recognition of service milestones.
- Free on-site parking.

As an organisation we are committed to maintaining our *Employer of Choice* status.

Selection Criteria

Job applications need to be clear and concise as this is the first step in demonstrating your relevant skills, knowledge, qualifications and experience. In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements

Applicants are required to **provide a statement (maximum of two pages)** addressing the following selection criteria:

1. An advanced diploma or degree level qualification in environmental health or working towards obtaining such.
2. Qualifications (or working towards obtaining qualifications) sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
3. Demonstrated understanding of all relevant legislation pertaining to the role of an Environmental Health Officer and ability to make sound judgements and apply legislation appropriately.
4. Capacity to conduct inspections and investigations into problems of an environmental health nature, including preparation of reports and resolving issues.
5. An ability to cope with pressure, prioritise tasks and maintain a high level of attention to detail and accuracy.
6. Excellent communication and interpersonal skills including the capacity to influence and negotiate.
7. Good computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advance use of the internet and email systems.

It is also a requirement that the successful applicant has a motor vehicle licence.

Enquiries

All enquiries should be directed to Katie Proctor, Team Leader Environmental Health & Regulation on 6393 5339 or email katie.proctor@mvc.tas.gov.au

How to Apply

To apply for this position, all applications must include four (4) documents;

- Application form;
- Covering letter;
- Current resume; *and*
- Statement addressing each of the selection criteria (maximum two pages).

Please forward your application documents to the attention of the Human Resources Officer, PO Box 102, Westbury, Tasmania, 7303 or submit via email to recruitment@mvc.tas.gov.au. Applications submitted via the apply function within Seek will not be considered.

Applications close **Friday 5 May 2023 at 5.00pm**. however Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from the date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with the requirements of the position including a functional health assessment to ensure candidates meet the inherent requirements of this role.

POSITION DESCRIPTION

Environmental Health Officer (Cadet or Graduate)

Development & Regulatory Services Department

January 2023

POSITION CONTEXT

The Environmental Health Officer (Cadet or Graduate) is part of the Development & Regulatory Services Department which is responsible for implementing statutory regulation for well-planned and supported communities, in particular property related statutory planning, building, plumbing permits, environmental health, 337 property certificate's, animal control, fire abatement and other hazards which arise under legislative provisions managed by Local Government. The Department also carries out specific projects for strategic land use planning and urban design. High quality customer service, both external and internal, and meeting regulated and organisational timelines is a focus. This Department has a close alignment with the Infrastructure Services Department which has responsibility for planning and delivery of built structures throughout Meander Valley i.e. roads, bridges, buildings, parks and playgrounds, for sustainable and strategic planning projects.

The Environmental Health Officer (Cadet or Graduate) works closely with the Senior/Environmental Health Officer to ensure environmental health requirements are met under the following legislation: *Environmental Management and Pollution Control Act 1994, Public Health Act 1997, Litter Act 2007, Food Act 2003 and Local Government Act 1993*. The role also works with the Town Planners and Permit Authority to ensure all developments comply with relevant legislation.

ORGANISATIONAL RELATIONSHIPS

Reports to Senior Environmental Health Officer.

This position has no direct reports.

KEY CHALLENGES

- Maintaining current knowledge of all the facets of environmental health.
- Ensuring safety of self and others when dealing with infectious disease management.
- Ensuring timely responses to compliance matters, including adherence to regulated processes and timeframes.
- Dealing with aggrieved parties as they relate to investigations and non-compliance.

PRIMARY RESPONSIBILITIES

- Provide assistance to organise and coordinate the staff and school immunisation program.
- Ensure Council undertakes monitoring of air, noise and water quality as required, review monitoring results and action follow-up accordingly; as per the *Environmental Management and Pollution Control Act 1994*. This includes managing internal and external sampling.
- Inspect and register food premises, including mobile and temporary, ensuring compliance with legislation.
- Inspect, register and licence premises in accordance with the *Public Health Act 1997*, ensuring compliance with legislation.
- Ensure that any known or suspected notifiable diseases are managed as required by the Department of Health.
- Inspect and licence places of assembly, ensuring compliance with legislation.
- Investigate and manage complaints relating to Environmental Health matters.
- Receive enquiries from the general public relating to environmental health matters and provide advice accordingly, referring complex matters to the Senior Environmental Health Officer or Team Leader, Environmental Health and Regulation.
- Provide advice to Council's Town Planners in assessing applications with respect to on-site wastewater management, water, air and noise pollution matters.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the *Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. An advanced diploma or degree level qualification in environmental health or working towards obtaining such.
2. Qualifications (or working towards obtaining qualifications) sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
3. Demonstrated understanding of all relevant legislation pertaining to the role of an Environmental Health Officer and ability to make sound judgements and apply legislation appropriately.
4. Capacity to conduct inspections and investigations into problems of an environmental health nature, including preparation of reports and resolving issues.
5. An ability to cope with pressure, prioritise tasks and maintain a high level of attention to detail and accuracy.
6. Excellent communication and interpersonal skills including the capacity to influence and negotiate.

7. Good computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advance use of the internet and email systems.
8. Current motor vehicle driver's licence and working with vulnerable people registration and commitment to maintaining these.

ATTACHMENTS

1. Council's Values
2. Organisational Structure

Our seven values help guide our decisions and underpin all we do.

Respect, listen and care for
one another

Be trustworthy, honest
and tolerant

Be positive and receptive
to new ideas

Be innovative, creative
and learn

Take a fair, balanced and
long term approach

Use sound
business practices

Work together

Organisational Structure

