

POSITION DESCRIPTION

POSITION: Environmental Health Officer	REPORTS TO: Team Leader Public Health and Environment	
DIRECTORATE: Sustainable Communities	GROUP: Sustainable Places	
SECTION: Compliance and Regulatory Enforcement	GRADE: I	DATE: May 2023
POSITION NUMBER(S): 342, 343, 623	Indoor	Full-Time

OUR VISION

“Committed to the Pursuit of Excellence”

OUR VALUES

- ✓ CUSTOMER CENTRIC *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY *We are transparent and responsible in all that we do*
- ✓ INNOVATION *We deliver excellence in our services through innovation*
- ✓ COLLABORATION *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT *We support our people and provide them the scope to deliver outcomes.*

POSITION OBJECTIVES

- Assist with the development, review and implementation of strategies and policies that will regulate public and environmental outcomes consistent with the objectives of the Coffs Harbour 2030 Community Strategic Plan.
- Undertake activities to ensure public health and environmental management regulation and associated functions meet the expectations of the City's Management plans, policies and of the community.
- Provide support to the leadership team of the City of Coffs Harbour on establishing a high performance organisation through the development of its people and processes.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management.

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times.
 - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise.

KEY RESPONSIBILITIES

Undertake the customer focussed delivery of public health and environmental management regulation and compliance associated functions including but not limited to incident and complaint management, provision of expert advice, assessment and reporting responsibilities related to:

- public health programs including but not limited to; food businesses, skin penetration premises, public pools, water cooling and warm water systems, boarding houses;
- environmental management including but not limited to underground petroleum storage systems, contaminated land, acid sulphate soil, noise, air, land and water pollution;
- assessment and determination of applications including but not limited to caravan parks and mobile food vendors and on-site sewage management systems;
- development application referral assessment.

Represent the City on the Local Emergency Management Committee and act as one of the City's designated officers in relation to emergency management issues.

Undertake environmental programs, field tests and or sampling as required.

Undertake investigations and prosecutions and represent the City in legal proceedings when required and act as the City's advocate before the Local Court, Land and Environment Court and in other court matters as directed.

Develop and implement education programs as required to assist with the regulation of premises and environmental management issues.

Assist with the development and implementation of compliance management systems to best allow for fair and equitable complaint handling and law enforcement within the Unit.

Assist with the provision of investigation and compliance services to the organisation as determined and agreed with the Section Leader Compliance and Regulatory Enforcement.

Assist the Team Leader Public Health and Environment in the identification, implementation and championing of e business service systems and processes that support the Groups business plan objectives of; self-service; digitalisation of applications, assessments, approvals, inspections and information and electronic customer connections.

Assist with the provision of services within your area of key competencies as directed.

KEY RELATIONSHIPS

Internal

- Group Leader Sustainable Places
- Section Leader Compliance and Regulatory Enforcement
- Section Leader Development Assessment
- Section Leader Local Planning
- Team Leader Public Health and Environment
- Professional Officers in Sustainable Places Group
- The City Leadership team

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Degree in Environmental Health, Environmental Science or a related field.
- National Construction Induction Certification (Whitecard)
- Class C Driver's Licence.

Desirable

- Experience in undertaking environmental health related inspections to assess compliance with applicable legislation e.g. food safety, skin penetration, public pools

COMPETENCIES

Knowledge and Capabilities

- Demonstrated experience in a direct or related field, including previous experience in investigating and resolving environmental health related complaints.
- A comprehensive knowledge of contemporary and emerging environmental health issues including demonstrated knowledge of Local Government Act, Food Act, Protection of the Environment Operations Act, Environmental Planning and Assessment Act, Public Health Act and other related legislation.
- Proven ability to apply relevant legislation and organisational procedures and policies.
- Proven ability to communicate effectively, both written and verbal with internal and external stakeholders.
- Demonstrated ability to work effectively in a team environment.
- Proven ability to work in a time pressured environment, meeting multiple deadlines with a high level of initiative, motivation and innovation.

**Position Demands Analysis
Environmental Health Officer**

EXPOSURE RATING TABLING			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	0	Elevating arms above shoulder height	1	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	2	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	2	Balancing	0
Very Heavy work lifting >45.5kg	0	Walking for extended periods	1	Hearing above background noise	1
Repetitive Lifting	0	Walking on uneven ground	1	Depth perception	1
Pulling Loads > 5kg	0	Frequent bending / stooping	1	Colour vision	1
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	0
Lifting with trunk twisting	0	Throwing	0		

USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	0	Gloves	0		

EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours	0
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	1
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	1
Working with solvents	0			Possible exposure to blood / bodily fluids	1

PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	1	Slippery surfaces	1
Outside work	1	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	0	Shift work	0
Working alone	2	Working at heights	0	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 deg	1	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 deg	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	0		