

# Position Description

<b>Position Title</b>	Environmental Health Officer
<b>Department</b>	Environmental Services
<b>Directorate</b>	Planning and Environmental Services
<b>Reports To</b>	Regulatory Services Coordinator
<b>Classification</b>	Level 3 - 5 (Division 2 - Section 1) (Graduate Scale applies)
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 (as amended or replaced)
<b>Agreement</b>	Southern Downs Regional Council Certified Agreement (as amended or replaced)

## Position Objective

Responsible for raising community awareness and compliance with statutory requirements in relation to environmental health matters.

Provide advice to the departments of Council on development procedures and guidelines relevant to the administration of environmental health.

## Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Matters associated with the development, implementation and review of environmental health programs and statutory licensing:
  - inspection and licensing of establishments and services regulated by food, public health and environment legislation and local laws
  - investigation of food, public health and environmental nuisance complaints
  - pest and vector control
- Monitor compliance with relevant statutory and policy requirements.
- Provide advice on, and contribute to development of, policies, procedures and guidelines in relation to the provision of efficient and effective delivery of an environmental health service.
- Initiate and undertake programs which promote the general public's greater understanding of and compliance with statutory requirements in relation to environmental health.
- Assess development applications relevant to environmental health.
- Maintain accurate records.
- Carry out general activities that assist in the operation of the Directorate.

- Other duties as directed by the supervisor.

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### **Training**

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

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### **Work Health & Safety Responsibilities**

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

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### **Organisational Responsibilities**

- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

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### **Extent of Authority**

- The supervisor monitors agreed work outcomes.
- The role has the authority to act in accordance with established procedures and guidelines. Guidance is available from the supervisor.

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### **Selection Criteria**

#### **Qualifications/ Licences – Mandatory**

- Relevant qualification of at least degree level. Consideration will be given to recent graduates or those well advanced in relevant studies.
- Eligible for membership of Environmental Health Australia and recognised for appointment as an Environmental Health Officer in Queensland.
- Current open "C" class licence (Car).
- Occupational Health and Safety Construction Induction Card ("White Card") or the ability to obtain prior to commencement.

#### **Vaccinations – Mandatory**

- Immunisation record indicating Hepatitis A&B and Q Fever vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

#### **Key Selection Criteria - Essential**

1. Demonstrated knowledge of and experience in applying legislation and statutory regulations relevant to Environmental Health, in particular when conducting routine inspections and investigating complaints.
2. Working knowledge of administrative procedures and contemporary practices relevant to all aspects of Environmental Health.

3. Ability to use technical equipment specific to environmental health when conducting routine inspections and investigating complaints.
4. Well-developed interpersonal and customer service skills including the ability to effectively manage interactions with a variety of stakeholders including the public and consultants.
5. High level written communication skills and experience in or ability to learn local government software packages, including mapping, property database and records management programs.
6. Ability to plan work and ensure it is completed within defined time frames.
7. Proven ability to work autonomously and as part of a team.
8. Knowledge of workplace health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

**Key Selection Criteria – Desirable**

1. Experience and interest in local government operations.