



# Position Description

## Environmental Health Officer

## About Council

Georges River Council is a leading, people-focused organisation with approximately 600 staff members. Our people are working to make the Georges River area an accessible, green, diverse and innovative community and economy. We are dedicated to providing vibrant public places, sustaining and developing a thriving creative culture, helping protect our natural environment, and making our suburbs more liveable.

Our organisation is made up of a committed, talented, and diverse workforce. Our vision, mission and values underpin all that we do to successfully achieve our Community Strategic Plan (CSP) and implement our Delivery and Operational Plans.

## Mission, Vision and Values

**Mission:** A leading people-focused organisation delivering outstanding results for our community and city.

**Vision:** Naturally connected to place, community and Country.

**Values:**



### United

We will work collaboratively as one team with common purpose and respect.



### Professional

We will act with integrity and seek opportunities to learn and grow.



### Honest

We will be open and truthful with each other and our community.



### Accountable

We will own our decisions and actions as we strive for excellence.

To find out more please visit [georgesriver.nsw.gov.au/Council/Careers](https://georgesriver.nsw.gov.au/Council/Careers)

## Child Protection

At Georges River Council we are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people and will uphold our commitment as a child safe organisation.

## EEO

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

## Workplace Health and Safety

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

## Conditions of employment

Conditions of employment are in accordance with Council's Code of Conduct, as specified in the employment contract.

Otherwise, employment at Georges River Council is governed by Council policies, procedures and the Local Government (State) Award 2023.



## About the directorate

### Environment and Planning

The Environment and Planning directorate oversees and administers policies, systems, practices and deliverables relating to the built environment and landscapes within the Georges River area and the Council.

- Environmental Health and Regulatory Services
- Development Assessment and Building Certification
- Strategic Planning

## About the position

### Title

Environmental Health Officer

### Position number

500054, 500055, 500056, 500057, 500058, 500059

### Directorate

Environment & Planning

### Business unit

Environmental Health & Regulatory Services

### Reports to

Senior Environmental Health Officer

### Direct reports

Nil

### Classification/grade

13

### Child protection tier

Tier 4 - "minimal to no interaction"

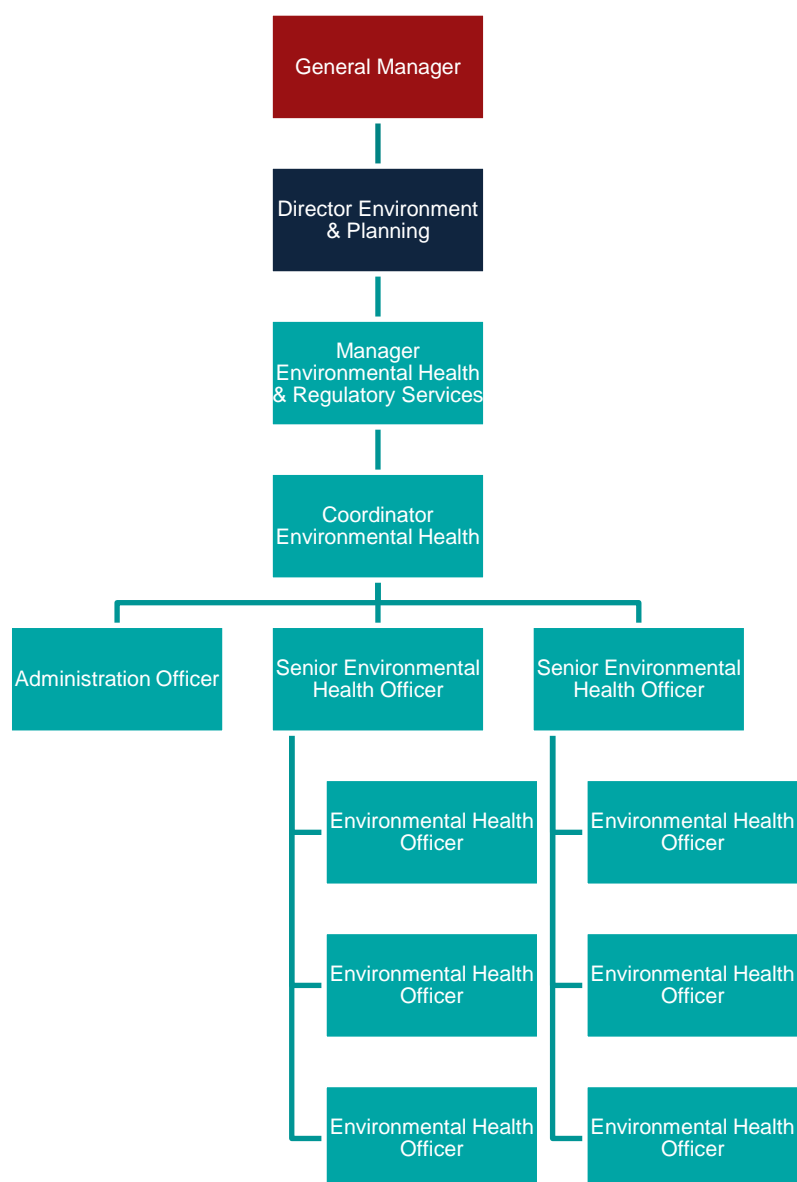
## Designated position

No

## Position purpose

To protect and enhance the community's environment and public health by developing and delivering environmental, food and public health regulatory programs including the inspection of food and public health premises, responding to service requests and the management of Councils food and regulated premises data bases.

## Organisational structure



## Key accountabilities

- Carry out and complete Council's annual routine inspection program, encompassing areas governed by the Food Act 2003, Public Health Act 2010, and the Protection of the Environment Operations Act 1997 to meet set KPIs. Ensure strict adherence to established procedures and uphold standards set by the Senior Environmental Health Officer, Coordinator of Environmental Health and Manager of Environment, Health and Regulatory Services.

- Make informed technical decisions and enforce matters under the Protection of the Environment Operations Act 1997, Local Government Act 1993, Food Act 2003, Public Health Act 2010, Environment Planning and Assessment Act 1979, and Contaminated Lands Management Act 1997, as well as their respective regulations, codes, and standards.
- Produce sound-quality work on a wide range of Environmental Health matters, including the preparation of well-written reports, file notes, briefing notes, fact sheets, educational material, and correspondence.
- Maintain appropriate records by preparing and registering reports, correspondence, file notes and documentation of evidence. Ensure all regulatory database relating to the routine inspection program is accurately and diligently kept up to date.
- Follow SOPs, policies, and other relevant documents relating to Environmental Health.
- Assist members of the public regarding matters related to the functioning of the Unit through Council's service request system. Undertaken inspections and communicate with customers through clear and effective communication in accordance with corporate response time. Deliver sound technical and professional advice and suitable guidance to both internal and external customers.
- Prepare documentation for court proceedings related to breaches under the Protection of the Environment Operations Act 1997, Local Government Act 1993, Food Act 2003, Public Health Act 2010 and Environment Planning and Assessment Act 1979.
- Present a positive image of the Council to the community by engaging with the public in a professional and pleasant manner, promptly responding to requests and inquiries.
- Ensure any legislative changes are promptly integrated into the relevant policies and procedures of the Council.
- Prepare and deliver education programs relating to environmental matters, food and public health matters for schools, businesses and community groups.
- Attend training programs and seminars as required by management or the Council to enhance skills and knowledge.
- Work independently and have self-motivation in carrying out responsibilities.
- Perform any other duties related to the function of Environmental Health as directed by the Senior Environmental Health Officer, Coordinator of Environmental Health and Manager of Environment, Health and Regulatory Services.

## Performance criteria/expectations/measurements

Performance expectations for this position are as agreed and outlined in the position description and in Council's Performance Excellence Program.

## What we're looking for

### Knowledge, Skills and Qualifications

- Tertiary qualifications in Environmental Health or similar field.
- Current Class C Driver's License.
- Work autonomously to a degree to meet given targets and to work well and contribute proactively within a team environment.
- Sound level verbal and written communication skills.
- Good mediation, negotiation and conflict resolution skills and ability to liaise effectively and professionally with internal and external customers.
- Knowledge of and capacity to implement legislative and regulatory framework relevant to Environmental Health including, but not limited to the Food Act 2003, Public Health Act 2010, Local Government Act 1993, Protection of the Environment Operations Act 1997, Environment Planning and Assessment Act 1979, relevant sections of the National Construction Code (Building Code of Australia) and Australian Standards.



- Knowledge and ability to follow strict procedures associated with regulatory investigations and inspections/audits.
- Practical knowledge in record management skills and Microsoft Office applications including Microsoft Word, Excel, and PowerPoint.
- Knowledge and ability to interpret and assess relevant plans, development documents, Acts, regulations, standards, policies and procedures.

### **Behaviour**

- Effective communicator – Shares information in a straightforward and easily comprehensible manner.
- Problem solving – Analyses issues to identify viable solutions.
- Decision making – Willingness and ability to explore various alternatives and determine appropriate course of action.
- Personal development – Strives for continuous learning and skill development, with strong commitment to personal growth.
- Organising and ability to work under pressure – High organisational and time management skills and ability to work under pressure to meet deadlines.
- Flexibility to work outside of and in addition to normal hours of work.

### **Other Desirable Attributes**

- Experience within Local Government in an Environmental Health role.
- Knowledge in the use of CM9 Document Management System, TechOne and or CiA system.
- Ability to speak another language such as Mandarin, Cantonese, Arabic or Hindi.

**Version 1 – August 2023**