

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Senior Officer Environmental Health (EHO)		
<b>Directorate</b>	Community Sustainability	<b>Branch/Section/Unit</b>	Compliance Branch / Environmental Health Section
<b>Position number</b>	1017	<b>Level</b>	5
<b>Award</b>	Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Coordinator Environmental Health		
<b>Direct reports</b>	Nil		
<b>Indirect Reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

To professionally deliver environmental health services to the community that protect and enhance public health, community amenity, safety and environmental standards by monitoring and enforcing statutory requirements, and through proactive initiatives that positively contribute to overall community wellbeing.

### Key Responsibilities of the Role

- In accordance with all applicable legislation and relevant policies and procedures and in a professional, safe and timely manner:
  - Manage the application process for licences, registrations and permits including approvals, renewals and transfers within statutory timeframes.
  - Inspect, audit, regulate and enforce activities that are licensed, registered or approved by Council.
  - Investigate complaints and requests for service. Identify and implement appropriate enforcement action where statutory non-compliance is detected.
  - Resolve disputes and appeals relating to environmental health functions of Council.

- Conduct factual investigations and gather evidence including the taking of witness statements, interviewing persons of interest and preparing briefs of evidence in a proficient and professional manner. This will include liaising with Council's legal representatives, obtaining and executing warrants and/or Court Orders and giving evidence in the Magistrates Court or other jurisdictions as required.
- Actively participate in proactive public health initiatives including vector surveillance programs and other field based inspection programs.
- Collect samples from Council's reticulated water supply systems in accordance with relevant policies, procedures and any service level agreement with the supplier.
- As required and in accordance with relevant policies, procedures, work instructions and industry standards, collect environmental samples for analysis including, but not necessarily limited to, samples of surface water, bore water and asbestos containing material.
- Review development applications and provide environmental and public health advice in respect of these applications along with recommended conditions of approval.
- Subject to level of knowledge and relevant experience, review and critically analyse technical and scientific reports relating to environment health matters including acoustic reports and contaminated land reports. Provide expert advice to internal and external stakeholders in respect of these reports when required to do so.
- Update Council's databases and registers including Council's Customer Request Management (CRM) Authority database and Magiq Docs records management system.
- Contribute to the development of budgets, policies, procedures and reports relevant to the Branch as required.
- Increase community awareness of environmental health issues and responsibilities through participation in promotional and educational activities.
- Participate in an on-call roster system to respond to environmental health issues outside of normal business hours including weekends and public holidays.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements of this position.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence that is current and maintained.

## **Desirable Licence/Competency (Ticket) Requirements**

- Certificate IV in Government (Statutory Compliance) or another recognised qualification in investigations.
- Local Government authorised persons Asbestos Training Certificate.
- Possession of a Pest Management Technician Licence.

- Approved auditor under the *Food Act 2006*.

## Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualification in Applied Science – Environmental Health, Health Science or other relevant qualification.
- Current professional membership or eligibility for membership of Environmental Health Australia (Queensland Division).
- Comprehensive knowledge of all relevant Acts, Regulations and Local Laws and experience in the assessment of relevant applications and investigation of environmental health and public health related complaints within a Local Government framework.
- Demonstrated ability to conduct factual investigations and gather evidence, including an ability to exercise judgement in applying legislation based on risk management principles.
- Demonstrated ability to provide technical and legislative advice to internal and external customers relating to environmental health.
- Highly developed communication and interpersonal skills with the ability to communicate persuasively, engage in active listening, consult with a wide range of people at all levels of the community, manage conflict, foster collaboration, cooperation to facilitate positive outcomes.
- Effective time management skills to ensure legislative and other timeframes are adhered to.
- Demonstrated analytical and problem solving skills.
- Demonstrated ability to competently use, interpret and analyse output from specialised monitoring equipment.

## Physical Requirements of the Position

- Ability to frequently exert a force whilst pushing, pulling, lifting or carrying an object or equipment.
- Ability to occasionally lift or carry objects or equipment.
- Ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects.

## Special Requirements

- Out of hours work (including weekends and public holidays) on a rostered on-call basis.
- Occasional local/state/interstate travel for professional development.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

### Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective

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manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*