



## **Position Description**

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**POSITION:** Environmental Health Officer  
**POSITION NO:** 1111  
**DIRECTORATE:** Planning and Environment Services  
**DEPARTMENT:** Regulatory Services  
**SECTION:** Environmental Health  
**LOCATION:** Municipal Offices

### **ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Team Leader Environmental Health  
**Supervises:** Nil  
**Internal Liaisons:** Other Council staff and managers, Councillors as necessary.  
**External Liaisons:** Other Councils and external organisations, relevant professionals, residents, community groups and the wider community.

**AWARD CLASSIFICATION:** Band 6

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement, there are policies and procedures that apply to your employment. These policies and procedures are formulated by the Council for the efficient and fair administration of employment and other business matters. You must diligently comply with its policies and procedures as amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on the Council.

**HOURS OF DUTY:** 38 hours per week to be worked between the spread of hours 7.00am to 7.00pm Monday to Friday. Normal office opening hours are 8.30am – 5.00pm.  
  
One accrued day off in each 20 day work cycle is available with this position.

**POSITION STATUS:** Permanent Full Time

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### PRIMARY OBJECTIVES OF POSITION:

Provide an efficient, economical and accountable Environmental Health service by monitoring, improving and promoting public health standards in accordance with relevant legislation, Council Policy and community expectations.

### DUTIES AND RESPONSIBILITIES

Administer and discharge the provisions of the Public Health and Wellbeing Act 2008, the Food Act 1984, Tobacco Act 1987 and all associated regulations to ensure that an acceptable standard of preventative health care and environmental health is maintained throughout the municipality in accordance with statutory requirements.

Inspect registered premises to ensure that businesses are of an acceptable standard and that proprietors are conducting and maintaining them to the standards as set, including:-

- Food Premises.
- Hairdressers/Beauty Parlours/Skin Penetration.
- Prescribed Accommodation (Boarding & Apartment Houses).
- Tobacco retail premises and tobacconists.
- Caravan Parks.

Accept, certify, process and approve plans and applications with regards to proposed registered premises including site inspections and surveillance.

Undertake food poisoning investigations as required.

Undertake recall and seizure/detention of foodstuffs as required and as directed by Team Leader Environmental Health

Undertake Food Sampling in accordance with the Food Act 1984, and as directed by Team Leader Environmental Health

Investigate any cases of infectious diseases, and as directed by the Team Leader Environmental Health

Follow up infectious disease / anaphylaxis notifications as directed by the Department of Health.

Undertake appropriate action concerning environment protection so as to provide a safe environment for the residents of the City of Maribyrnong.

Investigate and where appropriate take relevant action to abate nuisances such as noise, air and visual pollution, including liaising with relevant statutory bodies for specialist advice, and where possible negotiating a resolution between affective parties.

Undertake actions and investigations to ensure all public pools and spas are maintained in accordance with established standards.

Actively participate in Councils Emergency Management Team and provide assistance as required.

Assist in the implementation of relevant activities outlined in The Municipal Public Health Plan and as directed by the Team Leader Environmental Health.

Able to manage and undertake portfolio responsibilities for the Team and as directed by the Team Leader Environmental Health.

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Actively participate in the Team's sector leading enterprises, and continuous improvement to develop professional outcomes on quality, safety, and efficiency.

Liaise and consult with statutory Authorities on matters pertaining to all responsibilities aforementioned, e.g.; Department of Health, Environment Protection Authority, Commonwealth Customs Department, Primesafe, Dairy Food Safety.

Prepare and provide educational lectures and talks to schools, and other relevant areas of the public as required.

Conduct research into environmental health issues affecting the City of Maribyrnong and have input into policies, strategies and reports where appropriate, and as required by the Team Leader and or Coordinator Environmental Health.

Prepare legal briefs for the institution of legal proceedings as required in relevant circumstances and approved by the Team Leader Environmental Health.

Attend court for prosecutions as approved by the Team Leader Environmental Health.

Ensure investigations and reports are undertaken on all relevant matters and as directed by the Team Leader Environmental Health.

Provide guidance and training to any students assigned to team.

The incumbent may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### **Organisational Responsibilities:**

Adherence to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Councils Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

It is important that employees consider their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.

Be familiar with Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.

Practice and promote Council's Equal Opportunity, Harassment and Bullying principles by treating fellow staff and our Customers fairly and equitably and without discrimination, harassment or bullying.

Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### Corporate Culture

Staff at Maribyrnong City Council will be guided in their behaviour and conduct in the delivery of its services by the values listed below:

#### **Respect**

This includes the promotion of: inclusiveness, empathy, communication, good will.

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### **Integrity**

This includes the promotion of: honesty, loyalty, ethical behaviour, trustworthiness.

### **Courage**

This includes the promotion of: innovation, considered risk, creativity, problem solving, initiative accountability, responsibility.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### **Accountable for:**

Quality and accuracy of specialist advice given to the public, Proprietors of registered premises, other Council staff and Government Agencies in relation to Acts and Regulations handled by the Environmental Health Section.

Recommendations to the Team Leader Environmental Health on enforcement and legal action.

Making professional recommendations to the Coordinator Environmental Health and Senior Management on public health and other matters relating to the key responsibility areas outlined, in a timely and accurate manner.

Maintain accurate records concerning all aspects of work.

Portray and maintain a positive, co-operative and helpful liaison with members of the public.

Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

### **Authority to:**

Investigate and take samples of food, drugs and other substances in accordance with the Health, Food, Litter and Tobacco Acts.

Administer all relevant principle and subordinate legislation the incumbent is empowered under.

Prepare and sign correspondence relating to the application of relevant acts and statures.

Direct customers regarding compliance and breaches of statutory requirements and when required represent Council in negotiations to obtain a resolution.

Decisions and actions undertaken by the Environmental Health Officer may have an effect on individual clients and business, but the decisions and actions can be subject to appeal or review by more Senior Officers.

The freedom to act in this position is determined by policies, guidelines and procedures, together with direction and advice provided by the Team Leader and Coordinator Environmental Health.

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### **JUDGEMENT AND DECISION MAKING**

The Environmental Health Officer will be required to identify and analyse a range of options for problem solving relating to the incumbent's duties and responsibilities. Solutions should be based on professional and technical knowledge, skills and experience, the professional interpretation of legislation and/or Council policies and procedures.

Guidance and advice are usually available from the Team Leader and Coordinator Environmental Health.

### **SPECIALIST SKILLS AND KNOWLEDGE**

Demonstrated understanding and application of public health service delivery within a social health context.

Sound knowledge in environmental and public health matters and the ability to apply this to differing problems in the search for solutions.

Demonstrated ability to read, understand and interpret relevant legislation.

Ability to facilitate effective public consultation processes including public forums and workshops.

Ability to prepare and present educational forums and lectures to students, businesses and other relevant groups on specific areas of expertise.

Ability to liaise with and gain the cooperation of a diverse range of stakeholders.

Demonstrated conflict negotiation and resolution skills.

Working knowledge of Microsoft computer packages such as Word and Excel.

### **MANAGEMENT SKILLS**

Ability to set goals and objectives and undertake projects designed to achieve desired results.

Demonstrated ability to manage time in the planning of work and setting of priorities to meet timelines.

Demonstrated ability to work under minimal supervision.

Ability to supervise other staff when required.

### **INTERPERSONAL SKILLS**

Ability to gain co-operation and assistance from the community and other Council staff.

Well-developed written and verbal communication, including the ability to prepare technical, and sometimes complex and detailed reports.

Ability to discuss, negotiate and resolve problems with other staff, business people, health professionals and members of the public.

Ability to work independently and within a team environment.

### **QUALIFICATIONS AND EXPERIENCE**

Bachelor of Applied Science (Environmental Health) or equivalent

Demonstrated skills, experience and understanding in all aspects of public health issues.

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Eligibility for membership of the Environmental Health Professionals Australia Ltd

Current Victorian Drivers Licence.

### **KEY SELECTION CRITERIA**

Bachelor of Applied Science (Environmental Health) or equivalent, including eligibility for membership of the Environmental Health Professionals Australia Ltd.

Demonstrated understanding, application, skills and experience in all aspects environmental and public health service delivery and the ability to apply this to differing problems in the search for solutions.

Demonstrated ability and experience in reading, understanding and interpreting relevant legislation.

Experience in facilitating effective public consultation processes including public forums and workshops and the ability to prepare and present educational forums and lectures to students, businesses and other relevant groups on specific areas of expertise.

Well-developed written and verbal communication, including the ability to prepare technical, complex and detailed reports, and liaise with and gain the cooperation of a diverse range of stakeholders.

Demonstrated extensive conflict negotiation and resolution skills.

Current Victorian Drivers Licence.