

Position description

Position title	Senior Environmental Health Officer
Personnel area	Lifestyle and Community Services
Branch	Compliance and Regulatory Services
Reports to	Environmental Health Team Leader
Classification	Band 6
Industrial Instrument	Salaried Staff Award

Eligibility

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

Primary position purpose

Within Compliance and Regulatory Services this position is responsible for assisting in leading and managing a team of Environmental Health Officers located across the City of Brisbane. Contribute to the planning and coordination of team resources taking into account both operational and business needs to meet required service levels in order to achieve specific environmental health outcomes.

Ensure that development outcomes and activity approvals comply with relevant legislation, Council policy, Local Laws, Council approvals and conditions of licence and relevant national standards.

Key accountabilities

1. Model and lead performance excellence and values-based culture in line with Council's [Leadership Blueprint](#).
2. Lead and role model customer focus by treating all internal and external customers with honesty, fairness, sensitivity and dignity.
3. Work in partnership with your team leader to agreed performance standards and mutual expectations. Give and receive regular feedback to enable performance to be improved and take personal responsibility for optimising your potential within Council.
4. Assist in aligning the goals and objectives of the Environmental Health Portfolio to corporate and branch strategic imperatives.
5. Provide direction, support, mentoring, coaching and feedback to team members to facilitate both their personal and professional development.
6. Be responsible for the day to day management of team activities.
7. Ensure that environmental and health outcomes are achieved by assessment and compliance decisions being made in accordance with legislation, policy, standard operating procedures, standards and guidelines.
8. Supervision of complex and high-risk applications and service requests, including project management of significant applications, service requests and specialised projects.
9. Supervision of enforcement activities.
10. Ensure necessary equipment is available for staff and is being properly maintained and secured.
11. Prepare reports and submissions, including recommendations and present these to Council delegates, management and committees.

12. Secure quality evidence of non-compliance to allow enforcement action to commence and present evidence in judicial forums.
13. Successfully manage projects on environmental health including the development of operational procedures and guidelines, implementation of new legislation, development of customer information, development of regulatory and service delivery initiatives.
14. Undertake and apply all relevant assessment, licensing approvals and compliance procedures or processes to ensure sound environmental health outcomes.
15. Provide a high level of customer service through participation in pre-lodgement discussions, the giving of advice to elected representatives, other Council programs, applicants and the community.
16. Liaise and negotiate with internal and external individuals and organisations to achieve sound outcomes.
17. Develop and maintain close liaison with other local governments, industry, industry associations and State Government in relation to the provision of environmental health outcomes.
18. Provide technical and legislative advice across all relevant program areas to team members.
19. Exercise discretion when dealing with complex applications involving a wide range of competing issues including solutions that involve a relaxation of Council requirements.
20. Carry out consultation and conduct education programs with relevant stakeholders.
21. Completion of work without wilfully causing injury or ill health to any person, or damage to property of equipment.

NOTE:

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their band level, in any area of Council.

This role may require limited participation in a on-call roster, reasonable after-hours activities and overtime when required by business needs and/or disaster events.

Position dimensions

Key relationships and influences

Who	Why
Internal	
Business Manager	Provide key deliverables outlined in key accountabilities and primary position purpose.
Lifestyle & Community Services Divisional Management Team	Provide key deliverables outlined in key accountabilities and primary position purpose.
Compliance and Regulatory Services staff	Provide key deliverables outlined in key accountabilities and primary position purpose.
External	
People who live, work, study or visit Brisbane	This position provides support to Council who directly serve people who live, work, study or visit Brisbane.
Elected Council Members	This position provides support to Council who directly serve the people of Brisbane.
Business and community stakeholders	This position provides support to Council who directly serve people who live, work, study or visit Brisbane.
The Office of the Lord Mayor	This position provides support to Council who directly serve the people of Brisbane.

Resources and Budgets

Resources		Budget	
Direct Reports	Nil	Operation expenditure	Nil
Indirect Reports	Nil	Capital expenditure	Nil
Total	Nil	Human Resource	Nil

		expenditure	
Assets	Nil	Other expenditure	Nil
Financial Delegation	Nil	Income -Fees and Charges	Nil
HR Delegation	N/A	Other Income	Nil

Position capabilities

Capabilities for the role

The Brisbane City Council capability framework is in development. Over time positions will have mandatory, foundational and functional capabilities. Mandatory capabilities are essential at commencement in a position.

Mandatory	Description
Criminal History Check	Due to the requirements of this role a criminal history check will be undertaken on preferred applicants. A criminal history does not necessarily preclude an applicant from appointment.
C class drivers licence	Possession of a current "C" Class driver's licence
Qualifications	Tertiary qualification in environmental health or equivalent that would allow eligibility for appointment as an authorised officer under relevant legislation.

Foundational					
Capability group	Capability name	Level	Capability group	Capability name	Level
In development	In development				
Functional					
Capability group	Capability name	Level	Capability group	Capability name	Level
In development	In development				

Organisational accountabilities

Be familiar with and follow the spirit and content of **Council's Code of Conduct**. A copy of this is provided with your appointment letter if successful, or can be accessed on Council's Performance and Conduct site.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Inclusion Blueprint, Awards and Enterprise Agreements, City of Brisbane Act, Council Local Laws and Anti-Discrimination legislation
- Council's Values and Behaviours
- Council's Zero Harm Policy Statement
- Workplace Health and Safety (WHS) legislation
- Relevant WHS Responsibility Statement
- Brisbane's Customer Charter.

Consider all aspects of Zero Harm, including wellness, safety and health, appropriate to your position, as a requirement of Council's Zero Harm Management system.

Be familiar with our [Corporate Plan](#) as it serves as the guide for how Council will deliver services and activities for the next five years. It sets the medium-term objectives to enable Council to continue to work together with the community and retain our thriving and sustainable city for future generations.

Key selection criteria

Essential:

1. Demonstrated evidence of capabilities in Council's [Leadership Blueprint](#) to deliver performance excellence and a values-based culture.
2. Demonstrated experience in applying performance management strategies and leading and managing a team to achieve successful outcomes that are aligned to strategic priorities.
3. Demonstrated experience of mentoring and coaching to support team members' personal and professional development.
4. Highly developed research, analytical, problem solving and project management skills together with experience in the interpretation and application of environmental and health legislation, policies, operating procedures and guidelines.
5. Demonstrated experience in managing complex applications and service requests and exercising discretion in decision making to achieve satisfactory outcomes.
6. Highly developed written and oral communication, interpersonal and customer service skills and a demonstrated ability to negotiate and liaise with internal and external stakeholders to achieve satisfactory outcomes.

Desirable:

1. Eligibility for membership with the relevant professional association.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.			
Manager name	Brett Turville		
Manager signature		Date	
Employee name			
Employee signature		Date	

For office use only

Job Architecture		Classification Reclassification Committee	
Work Level	Senior Team Member	CRC number	J94
Functional group	Science, Health and Community	Original CRC date	24/11/2004
Job family	Health and Allied Professional	Version:	Modified
Job	Environmental Health Officer	Modified date:	24/08/2021
ANZSCO	251311	Job ID	N/A