



Position Description

<p>Position Title</p> <p>Position No.</p> <p>Division</p> <p>Department</p> <p>Reports to</p>	<p>Environmental Health Officer</p> <p>9137</p> <p>People and Places</p> <p>Environment</p> <p>Team Leader Environment and Regulatory Services</p>
<p>Current Status</p> <p>Band/Level</p> <p>Grade</p> <p>Step</p>	<p>Permanent Full-time</p> <p>Band 3 Level 2</p> <p>16</p> <p>Entry – Step 4</p>
<p>Last Reviewed</p>	<p>September 2024</p>
<p>Conditions of Employment</p>	<p>The employee will work within conditions detailed within the NSW Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
<p>Work Health and Safety (WHS)</p>	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

Position Summary

The Environmental Health Officer provides specialist services to the Lithgow community relating to Environmental Health and Environmental Monitoring which includes food safety, public health, onsite sewage management and environmental compliance.

The role is primarily responsible for protecting and enhancing 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 and onsite wastewater management systems. This includes responding to service requests and the management of Councils food and regulated premises data bases and relevant reports.

This role is responsible for ensuring that Lithgow City Council meets all requirements under the relative legislation, and related technical advice to managers and other staff of council. This role is also responsible for undertaking specific environmental health projects as and when required.

Specific Duties and Responsibilities

- Regulate within the LGA those matters where Council is the appropriate regulatory authority under the *Protection of the Environment Operations Act 1997*, *Food Act 2003*, *Public Health Act 2010*, *Local Government Act 1993* and all associated Regulations
- Conduct required inspections to ensure compliance with the relevant Acts and Regulations within a designated area or as required for, but not limited to:
 - Food premises (including retail, mobile and temporary food premises)
 - Skin penetration premises as defined under the *Public Health Act 2010*
 - Regulated systems
 - Public Swimming pools/spas
 - Onsite Sewage Management Systems (OSMS)
 - Underground Petroleum Storage Systems (UPSS)
 - Caravan Parks and Campgrounds
 - Water Carters
 - Control of Open Burning
- Respond to complaints concerning Environmental Health and Environmental Compliance related matters including noise, odour, smoke, pollution incidents, public health, food, hoarding and squalor, and skin penetration, unhealthy premises, water pollution and land contamination.
- Undertake inspections, document and advise the customer of the outcome of service request in accordance with corporate response times for those matters under the position's responsibility
- Issue Penalty Infringement Notices for breaches of legislation related to Environmental Health Surveillance.
- Prepare memos and reports to senior management
- Conduct investigations, gather evidence and liaise with Council's solicitors in preparing court documentation including Statements, Court Attendance Notices, and Briefs of Evidence and give evidence in court when required.
- Ensure that applications for approval for the designated area or as allocated by the Team Leader Environment and Regulatory Services are assessed in a

timely manner in accordance with relevant Acts and legislation, Council Codes and Policies.

- Assist in the collection of data and preparation of the environmental health component of all reporting requirements.
- Professional representation of Council in meetings with internal and external stakeholders and provide sound and timely planning advice in accordance with relevant legislation, plans, policies, and strategic documents.
- Provide accurate, timely and professional advice to the Managers and the Executive to staff within Council and to external agencies where appropriate, including for the recommending of options for further legal action where required.
- Keep abreast of changing legislation, regulation, trends and practices that relate to the assessment of development applications.
- Prepare and deliver environmental, food and public health education programs.
- Assist in the development and review of relevant policies and procedures.
- Present a positive image of Council to the community by dealing with the public in a professional and pleasant manner and by responding to requests or enquiries in a timely fashion
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.
- Perform other duties as may be directed by the Team Leader Environment and Regulatory Services

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

Operational

- Ensure compliance with Council processes and procedures.
- Provide clear, concise and appropriate advice and recommendations in a timely manner.
- Conduct adequate and timely research in order to provide quality and accurate advice and responses.
- Overseeing works, proactive engagement with the community and liaising with a range of internal and external stakeholders.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Ensure transparency is inherent in undertaking duties and delivering projects.
- Flexibly respond to organisational requests for urgent work.

Workplace health and Safety

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.

- Follow all reasonable directions from supervisors, managers, and others in regard to safety.

People Leadership

- Role model the Lithgow City Council’s values and behaviours
- Be aware of the well-being of the team.
- Follow Defined Ethical Guidelines from Council, including Code of Conduct Understanding of Code of Conduct and Public Interest Disclosures Act.
- Any potential conflicts of interest are reported immediately to the relevant Council officer.
- Support is given to other staff who may wish to report any potential conflicts of interest.

Business Performance

- Set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes.
- Contribute to the integration of core services across Council.
- Maintain a current working knowledge of relevant industry developments, legislation and practice.
- Identify appropriate training needs and participate in training and other professional development.
- undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

Supervisory Responsibilities

This position has nil supervisory responsibilities.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Date

Manager

Selection Criteria

Essential

- Relevant recognised tertiary qualifications in Environmental Health, Environmental Science or a related discipline.
- Knowledge, understanding and experience in Environmental Health functions including the competent delivery of inspections, approvals, investigation, and enforcement.
- Sound knowledge of relevant Environmental and Environmental Health legislation including but not limited to *Protection of the Environment Operations Act 1997*, *Food Act 2003*, *Public Health Act 2010*, *Local Government Act 1993* and all associated Regulations.
- Proven mediation, negotiation and conflict resolution skills and ability to liaise effectively and professionally with external bodies, including through strong customer, verbal and written communication skills.
- Experience in implementing inspection programs in relation to food surveillance, regulated systems, skin penetration premises, onsite sewage management systems, and underground petroleum storage systems.
- Experience in environmental monitoring and environmental compliance and investigations.
- Ability to work autonomously to meet given targets and to work and contribute proactively within a team environment.
- Understanding of record management practices.
- Well-developed computer literacy skills including Microsoft Office.
- Demonstrated ability to comply with the WHS Act and Regulations, Safe Work NSW Codes of Practice, Australian Standards and Council's WHS Policies and Procedures.
- Class C Drivers Licence

Desirable

- NSW General Construction Induction (White Card)
- Specialist knowledge and demonstrated experience in the assessment, approval and inspection of Onsite Sewage management systems.
- Previous experience in the preparation of Notices and Orders under applicable legislation, and the issuing of penalty infringement notices.
- Experience in the provision of specialist advice in relation to Environmental Health related matters for the assessment of development applications.
- Experience in the assessment and issuing of approvals under section 68 of the local Government Act 1993
- Experience preparing letters, memos and reports on issues relevant to the Environmental Health Officer's role to a wide range of audiences, including Senior Management and Council.
- Experience in preparing briefs for Solicitors, preparing affidavits and presenting evidence in court and issuing Penalty Infringement Notices.