





POSITION DESCRIPTION	
Position Title:	Environmental Health Officer
Position Number:	330
Department:	Corporate and Communities
Unit:	Environment and Planning
Team:	Environmental Health
Reports To:	Coordinator Environmental Health and Local Laws
Salary Range:	\$78,587.53 to \$89,201.10 per annum - Level on appointment will be based on relative experience.
Award Classification:	Level 3 / 4 / 5
Hours:	Nominal 72.50 hours, nine (9) days per fortnight as per agreement.
Number of Direct Reports:	Nil
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	January 2014
Date Reviewed:	October 2024
Douglas Values	
<p>Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Honesty</p> </div> <div style="text-align: center;">  <p>Trust</p> </div> <div style="text-align: center;">  <p>Fairness</p> </div> <div style="text-align: center;">  <p>Teamwork</p> </div> </div>	
Position Objectives	
<p>The purpose and function of the position is to:</p> <ul style="list-style-type: none"> To implement Council's Environmental Health and Environmental Protection Programs. 	

Organisational Relationships

Position Reports to:	Coordinator Environmental Health and Local Laws
Position Supervises:	Nil
Internal Relationships:	The Environmental Health Officer works within the Corporate and Communities Department and directly with the Environmental Health Team.
External Relationships:	The Environmental Health Officer works with government peers and leaders, Government agencies, customers and the general public.

Qualifications and Experience

Essential:

Qualifications

- Bachelor of Science (Environmental Health) or equivalent and qualifies for membership of the Australian Institute of Environmental Health.
- Current open car driver's licence including manual vehicles.

Knowledge, Skills & Expertise

- Knowledge of the relevant Legislation and their relationship to other Legislations.
- Proven ability to set and meet timelines as set by Legislation, Council Local Laws and Policies.
- Good written communication skills.
- Demonstrate a methodical approach to work accuracy of record keeping.

People Oriented Skills & Attributes

- Demonstrated commitment to being a Team Member that supports, motivates and participates in team discussions to achieve the unit's goals and Corporate achievement.
- Communication and negotiation skills, maintain working relationships with staff and a range of internal and external customers.
- Capacity to exercise discretion.

Desirable:

Knowledge, Skills & Expertise

- Experience as an Environmental Health Officer.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Conduct routine inspections of regulated businesses (food, high risk personal appearance services, accommodation and environmentally relevant activities.) and ensure compliance and/or enforcement actions occur.
- Undertake investigations on public health, environmental protection, and environmental health related complaints to comply with statutory obligations: recommend or implement outcomes that reflect compliance with the relevant legislation. Conduct investigations in respect to Environmental Health and Planning Team matters in line with Council's policies and procedures, as well as industry standards, and state and local laws.
- Undertake special measures designed to reduce or prevent public health risk including disaster or emergency situations.
- Administration of:
 - Public Health Act 2005
 - Food Act 2006
 - Public Health (Infection Control for Personal Appearance Services) Act 2003
 - Public Health (Infection Control for Personal Appearance Services) Regulation 2003
 - Tobacco and Other Smoking Products Act 1998
 - Environmental Protection Act 1994
 - Environmental Protection Policies and Regulations
 - Waste Reduction and Recycling Act 2011
 - Douglas Shire Council Local Laws
 - Douglas Shire Council Policies
- To assist with the implementation of mosquito control programs, including surveillance, property inspections, obtaining and identifying samples, carrying out treatment programs and commencing prosecutions.
- Initiate and undertake Public Health Education and awareness programs.
- Any other duties as required by the Team Leader Environmental Health or Manager Environment & Planning.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

Performance Indicators

It is expected the incumbent will:

- Demonstrate excellent communication and negotiation skills, establish and maintain effective working relationships with staff, customers and stakeholders.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Provide high quality, consistent and timely advice to Councillors, Council staff, Government agencies, customers and the general public.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Council's core values.

- Foster and promote a strong focus on customer service and Teamwork.
- Commit to personal development in the areas of technical expertise and continued professional development.
- Ensure the required number of inspections is carried out to a high standard within the designated premises and work area.
- Maintain accurate and detailed records of work.
- Ensure program objectives achieved.
- Contribute positively to the effective operations of Environmental Health Unit in the Environment and Planning department.