

Tamworth Regional Council Position Description

Position Details	
Title	Environmental Health Officer
Directorate	Liveable Communities
Location	474 Peel Street
Grade	14

Relationship and Stakeholders	
Reports to	Senior Environmental Health Officer
Direct Reports	<ul style="list-style-type: none"> ▪ Nil
Number of Employees	<ul style="list-style-type: none"> ▪ Nil
Key Internal Relationships	<ul style="list-style-type: none"> ▪ Development Assessment Planners ▪ Building Certification Team ▪ Waste Services staff ▪ Business Support Officers ▪ Customer Services Team
Key External Stakeholders	<ul style="list-style-type: none"> ▪ EPA ▪ NSW Ministry of Health ▪ NSW Food Authority ▪ Consultants, Solicitors and other private industry specialists ▪ Community ▪ Business Operators

Position Purpose

The purpose of this position is to investigate, report on and take appropriate action regarding the range of Environment, Health, Development and compliance matters associated with the Division, including:

- Regulated premises inspection program
- On-site sewage management inspections and approvals
- Swimming pool barrier inspection program
- Underground Petroleum Storage System inspection program
- Environmental and Health related incident and complaint investigations
- Environmental and Health related technical advice to internal and external stakeholders

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Tamworth Regional Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Selection Criteria to be Addressed

Qualifications

Essential

- Degree in Environmental Health, Environmental Science, Planning, Building or similar
- Food Inspection Qualifications
- Noise Assessment Qualifications
- On site Sewage Management Inspection Qualifications
- Working With Children Check (WWCC) clearance
- Driver Licence

Desirable

- Certificate IV in Government Investigations
- E1 accreditation Building Certification or experience in Swimming Pool Act 1992 compliance inspections
- Conflict Management Training

Knowledge & Experience

Demonstrated capability, typically 3-5 years in the following areas:

- Conducting regulatory inspections of and providing approval to operate on the range of Environmental and Public Health programs administered by Council
- Identifying, analysing and resolving problems including negotiation around contentious compliance matters, implementing effective communication strategies and conflict resolution with a range of customers
- Carrying out enforcement action including undertaking investigations, evidence gathering, issuing of infringements, Orders and Directions and representing Council in the Local Court and Land and Environment Court as an expert witness or as part of a prosecution
- Applying industry legislation, codes and standards within a local government environment including contaminated site assessment and environment and health regulation.
- Preparing and coordinating policy development in relation to public health and environmental matters regulated by Council
- Providing specialist technical advice to the Development assessment team and external stakeholders on the range of Environmental and Public Health programs administered by Council
- Identifying risk and applying risk management processes

Key Result Area	Time	Key Activities
Finance	5%	<ul style="list-style-type: none"> Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used
Strategy	5%	<ul style="list-style-type: none"> Contribute to the review and updating of internal business processes
Customer/Stakeholder Employees are expected to convey a professional image of Council at all times	40%	<ul style="list-style-type: none"> Attend to customer requests and enquiries Provide specialist information and advice to customers Participate in school and interest group tours and talks as appropriate Participate in customer and stakeholder forums and meetings
Operations	50%	<ul style="list-style-type: none"> Investigate, report on and take appropriate action regarding the range of Environment, Health and compliance matters associated with the Division Undertake Public and Environmental Health regulatory functions, including the inspection of regulated premises, in accordance with the EP & A Act, Local Government Act, Protection of the Environment Operations Act, Food Act, Public Health Act and Swimming Pools Act Carry out assessment and inspections in accordance with regulatory requirements for swimming pools and on-site sewage management systems and other regulated development as required Represent Council in the Local Court and Land and Environment Court as required Identify and investigate breaches of relevant legislation and implement remedial action and legal enforcement actions, where necessary Prepare, support and present educational programs which support the objectives of the Division Address all customer queries and complaints received in Council's corporate systems Assess and provide professional recommendations/advice to the other Divisions within the Liveable Communities Directorate, regarding the Environmental/Health components of development approvals Participate in all identified training and development activities within agreed timescales Contribute to staff meetings/team talks and maintain a focus on the continual improvement of business processes within the division

<p>WHS, Environment and Quality</p> <p>All duties to be carried out in accordance with Council's IMS and appropriate legislative requirements</p>	<p>WHS, Environment and Quality is inherent across all roles at Council and therefore has no specific weighting</p>	<ul style="list-style-type: none"> ▪ Participate in site inductions, risk assessments and inspections as appropriate ▪ Carry out all activities in accordance with the Council IMS requirements ▪ Ensure that all safety and health incidents or concerns are reported and acted upon in accordance with Council's safe systems of work ▪ Undertake investigations of all reported incidents and ensure remedial action is taken as quickly as possible ▪ Carry out regular audit inspections of working practices and take appropriate action to remedy any unsafe or unhealthy practices or conditions
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