

Position Description

Environmental Health Assistant
Environment and Health



Position Description

Role title	Environmental Health Assistant
Level:	Band 6
Status:	Fixed Term Contract
Position Number:	5456
Directorate:	City Development and Sustainability
Position Objective:	<p>Implementation of public health sampling, promotion and education programs.</p> <p>Undertake routine inspections and assist with investigations, assessments and research, ensuring compliance on issues relating to public and environmental health.</p> <p>Provide support, professional advice, information and direction to internal and external customers on compliance with relevant statutes, regulations and laws relating to public and environmental health, whilst providing the highest quality of customer service.</p>
Stakeholder Engagement:	<p>This position works collaboratively as a member of the Environmental Health Team, providing advice and support on public and environmental health and assists customers with interpretation and enforcement of relevant legislation.</p> <p>Externally, this position liaises with stakeholders, consultants and local community groups to provide advice and information relating to public and environmental health.</p>
Direct Manager:	Senior Environmental Health Officer
Direct Reports:	Nil
Total Number of Reports:	Nil

Acknowledgement	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>

Date position registered

Key Responsibilities

- Undertake food sampling, water sampling and other environmental monitoring program. Analyse, communicate and follow-up on results under the direction of Environmental Health Officers.
- Implement the environmental health promotion and education program as directed by the Senior Environmental Health Officer and Coordinator Environmental Health.
- Plan and deliver community outreach activities and collaborate with internal and external stakeholders to promote environmental health matters and initiatives.
- Conduct routine inspections of food premises and public buildings. Analyse, communicate and follow-up on results under the direction of Environmental Health Officers.
- Process low risk health applications including events, traders and stallholders, animal keeping applications. Recommend conditions, issue appropriate documentation and prepare reports resulting from assessments, inspections and data collection and matters related to areas of responsibility.
- Monitor, investigate and inspect low risk public health and environmental issues where authorised entry to the premises is not required.
- Undertake complaint investigation on Public and Environmental Health issues under guidance and/or supervision of Environmental Health Officers.
- Provide assistance to Environmental Health Officers in investigations, complaints, applications assessments and inspections when requested.
- Provide administration support to the Environmental Health team and coverage for Environmental Health Technical Officer position when required.
- Liaise with and advise residents, property owners, businesses, staff members, community groups, and other Local Governments, State Departments and Industry bodies on technical or project related matters as required.
- Maintain records, registers and databases relevant to Public and Environmental Health matters.
- Monitor environmental health supplies and equipment, and maintain an up-to-date inventory.
- Provide interpretation, advice and education of Public and Environmental Health matters to internal and external stakeholders. Respond to public enquiries and assist applicants with the completion and submission of forms when required.
- Contribute to the development of guidelines, policies, standard procedures and processes.
- Work in accordance with City's WHS requirements, legislation and procedures.
- Perform other reasonable duties as requested, within the scope of this position and in accordance with skills, knowledge and experience.

Selection Criteria

1. Evidence of one of the following:
 - Tertiary qualification in Environmental Health or qualifications and/or experience approved and gazetted by the Chief Health Officer under the *Public Health Act 2016*.OR
 - Undertaking study in an accredited Environmental Health course AND satisfactory completion of microbiology, food safety and food science units.OR
 - Certificate IV in Food Science (or higher) with a minimum 40 hours of food microbiology.
2. Sound knowledge and understanding of the *Food Act 2008*, risk management principles and practices.

3. Demonstrated interpersonal and communication skills with an ability to engage internal and external stakeholders effectively and provide a high level of customer service.
4. Sound computer literacy and technological skills.
5. Effective time management and organisational skills.
6. Current driver's licence.

Work Health and Safety Requirements

Roles and responsibilities

The *Work Health and Safety Act 2020* and associated regulations impose broad duties on workers and provides for the primary duty of care for a person conducting a business or undertaking (PCBU).

The City of Kwinana (PCBU)

The City must ensure, so far as is reasonably practicable, the health and safety of all workers engaged, influenced or directed/carrying out as part of the conduct of the business or undertaking.

The City must ensure, so far as is reasonably practicable: -

- (a) the provision and maintenance of a work environment without risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling and storage of plant, structures and substances; and
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Duties of A Worker

While at work, a worker must: -

- (a) take reasonable care for the worker's own health and safety; and
- (b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and
- (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Compliance and Legislative Knowledge

Comply with the City's policies, procedures and relevant appropriate legislation; and meet Work Health and Safety Requirements, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

Environment

The City of Kwinana aims to protect and improve the environment through a wide range of programs and initiatives.

Risk and Emergency Management

Provide an ongoing commitment to risk, emergency management and business continuity principles.