

# Position Description

## Senior Environmental Health Officer

<b>POSITION TITLE:</b>	Senior Environmental Health Officer
<b>POSITION NUMBER:</b>	20207
<b>DIRECTORATE:</b>	Community Services and Facilitation
<b>BRANCH:</b>	Health and Environment
<b>EMPLOYMENT CONDITIONS:</b>	Whitsunday Regional Council Certified Agreement QLGI (Stream A) – Award 2017
<b>POSITION STATUS:</b>	Permanent Full Time
<b>POSITION LEVEL:</b>	6
<b>ACCOUNTABLE TO:</b>	Director Community Services and Facilitation
<b>LAST REVIEWED DATE:</b>	August 2024

### COUNCIL VALUES

Whitsunday Regional Council's culture is driven by the following values:



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## Senior Environmental Health Officer

### PRIMARY PURPOSE

Maximise public and environmental health outcomes within a community environment by identifying, preventing and remedying public and environmental health related hazards and risks.

### KEY RESPONSIBILITIES

1. Liaise and provide specialist and technical advice to clients, the Health & Environment Section, other Council staff, contractors and other Local Authorities and Government Departments with respect to environmental health matters.
2. Provide support and advice around necessary investigations / audits as required, under various legislations relevant to Health and Local Law matters.
3. To be responsible for the provision of services to food businesses (including charter boats), Personal Appearance Services businesses and Environmental Relevant Activities (ERA's).
4. To carry out statutory duties of Senior Environmental Health Officer and accept enquiries concerning other matters handled by the Community Regulatory Services section and other relevant Officers.

### OPERATIONAL ACCOUNTABILITIES

1. Assist in the preparation and compilation of Annual Report, Corporate Plan, Operational Plan and other statutory publications and reporting in accordance with the reporting structure and timeframes.
2. Develop and implement appropriate procedures and workflows for the effective administration operation of the department.
3. Provide assistance and monitor administration budgetary expenditure against allocations, and identify issues and raise to the Manager.
4. Provide support and advice surrounding complaints, investigations, and instigate all necessary actions required to regulate provisions of council's local laws.
5. Issue licences for Food Businesses and inspect these businesses to ensure that they comply with the relevant legislation.
6. Issue registration certificates for Environmentally Relevant Activities.
7. To assist in infectious disease control, noise assessments, nuisance complaints, monitoring and other Health related matters.
8. Undertake erosion and sediment control assessments of building sites and ensure compliance with relevant environmental legislation.
9. Deal effectively and efficiently with internal and external stakeholders, including customer service requests, complaints, general enquiries and transactions.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Relieve at other locations throughout the region as required.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

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### ORGANISATIONAL ACCOUNTABILITIES

#### 1. Workplace Health and Safety

- Actively participate and promote a safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.

#### 2. Culture

- Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.
- Comply with Council's Code of Conduct and all Council policies and procedures at all times.

#### 3. Information Services and Technology

- Protect and manage Council's information assets in accordance with legislative, policy and process requirements.
- Use Council's technology appropriately and with respect.

#### 4. Disaster Management

- Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
- Employees may be required to undertake duties during emergencies and disasters as necessary that may not be related to their substantive role.

#### 5. Customer Service

- Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.

#### 6. Financial Accountability and Governance

- Models compliance with Council's purchasing Policy.
- Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.
- Legislative Sub-Delegations and authorisations may also be applicable.

### QUALIFICATIONS/SKILLS

#### Essential

1. C Class Driver's Licence
2. Bachelor Degree of Environmental Health
3. Proficiency in the use of Microsoft Office suite of Applications
4. Minimum two (2) years relevant post graduate organisational experience

#### Desirable

1. Eligibility for membership/accreditation to Environmental Health Australia

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### ACKNOWLEDGEMENT

This Position Description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role.

The Position Description is reviewed on a regular basis and may be varied, with consideration being made for the employee's skills, experience and expertise. Any changes will be made in consultation with the employee.

**Employee  
Signature:**

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**Employee  
Name:**

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**Date:**

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**Supervisor/Manager  
Signature:**

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**Supervisor/Manager  
Name:**

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**Date:**

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