

POSITION DESCRIPTION

Position Title	Environmental Health Officer
Directorate/Team	Strategic Growth
Work Area	Development Support
Classification/Employment Type	Professional 2, full-time
Immediate Supervisor	Manager Development Support

POSITION PURPOSE AND SCOPE

This position is responsible for supporting the provision of an effective and efficient Environmental Health service to the community in accordance with various legislation.

KEY RELATIONSHIPS

Internal	External
Development Support staff Community Services staff	Members of the community Environmental Health Industry Neighbouring Councils Local and State Government Agencies

KEY RESPONSIBILITIES/DUTIES

Assist in regulatory compliance of food premises, skin penetration premises and places of assembly by conducting regular inspections.

Assist with food related and environmental complaints in accordance with relevant legislation.

Conduct regular recreational water sampling in accordance with the Public Health Act 1997.

Assessment and reporting of various types of applications, including on-site wastewater systems, developments, subdivision and 337 certificates.

Coordinate and attend the immunisation programs for local schools.

Liaise with key stakeholders, applicants and the general public in relation to environmental health related issues.

KEY RESPONSIBILITIES/DUTIES

Maintain professional development in public and environmental health.

Comply with all health and safety requirements and Council policies.

Take reasonable care for the health and safety of yourself and others and cooperate with management to ensure health and safety obligations, policies and procedures are complied with.

This position description outlines the key responsibilities and duties of the role. It is not intended to be an exhaustive list and incumbents will be expected to perform any other duties needed to help drive our Vision, fulfill our Mission, and uphold our Council Values.

OUR VALUES & ALIGNED BEHAVIOURS

Value	Aligned Behaviours
Customer Focus	<ul style="list-style-type: none">• We consider the customer impact in every decision.• We value, listen with empathy, and support our customers (internally and externally).
Open Communication	<ul style="list-style-type: none">• We openly share information and knowledge across the organisation, and with the community.• We challenge ourselves and others constructively, giving and receiving feedback with good intent.• Leaders coach, mentor, support and listen to their people.
Accountability	<ul style="list-style-type: none">• We take personal responsibility for our actions, deliver on our promises, and do what we say we will do.• We seek out business improvement opportunities and are open to change.• We clarify our goals and are trusted to deliver on our role.
Safety	<ul style="list-style-type: none">• We contribute to a psychologically safe work environment, provide constructive feedback, ask questions and listen to others.• We constantly consider safety, demonstrated through our decisions and actions.• We don't tolerate disrespectful behaviour (bullying, lack of accountability, taking credit for others' work and favouritism).
Together – One Team	<ul style="list-style-type: none">• We trust and are trusted, and have each other's back.• We work together, learn from, and share successes and failures.• We contribute to relationships in our work environment

QUALIFICATIONS	
Minimum Essential	Desirable
A qualification approved by the Director of Public Health to enable the appointment as an Environmental Health Officer	

TICKETS AND LICENCES	
Minimum Essential	Desirable
Drivers Licence	
Working with Vulnerable People Registration	

EXPERIENCE, SKILLS AND KNOWLEDGE – Minimum Essential
<ul style="list-style-type: none"> • Sound knowledge and demonstrated relevant experience and ability in Environmental Health. • Ability to interpret and apply public health and environmental legislation. • The ability to understand, interpret and apply legislation for practical enforcement purposes. • Excellent interpersonal skills and commitment to providing consistently high standards of customer service and the ability to liaise and communicate effectively. • Proficiency in comprehensive report writing and demonstrated ability to produce logical plain-English, and professional written communication. • Well-developed computer skills including the ability to manage systems including Microsoft 365 programs. • Demonstrated strong capacity to plan workload, achieve set goals and meet timelines. • The ability to solve complex problems through discussion, negotiation and teamwork.

SELECTION CRITERIA	
1	Demonstrated experience and capability in delivering environmental health services and functions.
2	Demonstrated knowledge of, and ability to interpret and apply, relevant public health and environmental legislation, regulations, and standards.
3	Strong commitment to providing consistently high standards of customer service and the ability to liaise and communicate effectively.
4	Proven ability to address diverse community and operational issues through collaboration, negotiation and cross-functional teamwork.
5	Demonstrated exceptional planning skills with consistent achievement of targets and ability to meet deadlines.

SELECTION CRITERIA

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| 6 | Thorough understanding of and ability to apply workplace health and safety principles relevant to the role of an Environmental Health Officer. |
| 7 | Meets the minimum qualification and licence requirements (see above). |