

Position Description



Position Details

Position Title Environmental Health Officer

Job Location Administration Building

Position Level 8

Department/Division External Services / Development Services

Reports to (Title) Manager Development Services

Employment Type

☒ Full Time ☐ Part Time (*please specify hours*)

☐ Casual

Hours Per Week

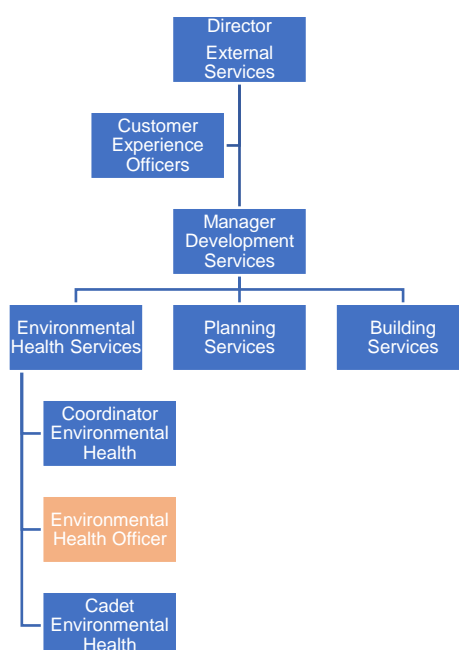
Position Summary

To implement and maintain various health programs and projects which ensure that a high standard of environmental and public health is attained in accordance with statutory obligations, business plans, operational procedures and Council policies.

To deliver quality environmental health services to sustain and enhance the health and lifestyle of the community in a risk managed way.

To provide professional and technical assistance, information, advice and reports to the Coordinator Environmental Health, the Manager Development Services and Chief Executive Officer on all matters related to public and environmental health in the Shire.

Organisational Structure External Services



Specific Accountabilities of the Position

- Provide an outstanding level of customer service to internal/external customers by answering enquiries promptly and effectively, and following up customers to ensure that their request has been satisfied.
- Processing of various applications and applying appropriate public health, environmental health and environmental conditions.
- Undertake various inspections and monitoring activities in accordance with statutory obligations and operational procedures.
- Provide input and implement the Shire's environmental health plans, programs, strategies and various monitoring and sampling in accordance with statutory requirements.
- Undertake administration duties as required including preparing reports, ensuring inspections are recorded and updating procedures, guidelines and the webpage.
- Liaise and provide accurate and expert level advice to staff across the organisation, the business and community sector, other government organisations and the general public.
- Provide training and ongoing operational support within the Environmental Health team.
- Actively review and implement departmental operating procedures and continuously look for opportunities to improve procedures and practices to deliver environmental health services in the most effective and efficient manner.
- Develop and produce informative and educational materials for distribution to the local community.
- Undertake special projects as directed by the Manager Development Services.
- Any other duties consistent with the level of this position and the principles of multi-skilling within the Statutory Services.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Shires WHS Roles and Responsibilities Procedure and Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Tertiary level qualification - Bachelor of Applied Science (Environmental Health) or equivalent acceptable to the Executive Director of Public Health.
2. Demonstrated experience and aptitude as a team player, supporting colleagues and sharing professional knowledge and information in a complex environment.
3. Ability to apply analytical and problem-solving capabilities.
4. Excellent communications skills (both written and oral) and the ability to negotiate at all levels.
5. Sound knowledge of the relevant legislation and statutory processes.
6. Well-developed computer skills and familiarisation with Microsoft Office word and excel.
7. Hold a current C class driver's licence.
8. Local Government structure experience.

Desirable

1. Three to five years' experience as an Environmental Health Officer.
2. Eligibility for appointment as an authorised person under the *Environmental Protection Act 1986* in relation to control of noise, illegal dumping and unauthorised discharges.
3. Familiarisation with the use of sound level measuring equipment.

Signature

Signature *Employee*

Name

Date

Signature *Supervisor*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.