

Position Description

Position Details			
Position title	Environmental Health Officer	Position number	PD155
Group	Community Environment and Planning	Previous position numbers	EPD003
Section	Certification and Compliance	Reports to	Environmental Health Coordinator
Area	Environmental Health	Evaluated / approved by	Emily Harrison
Team	N/A	Version number	August 2025
Position level code	6 Line Staff		
Position statement	Support the service delivery of BVSC's environmental health programs including surveillance of retail food premises, public health premises, on-site wastewater management systems, BVSC drinking water quality management, environmental health complaint investigation, environmental management, emergency response, and health promotion and education.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Environmental Health Assessments, Auditing, Inspection and Response	<ul style="list-style-type: none"> Conduct inspections and assist in maintaining register of: <ul style="list-style-type: none"> public swimming pools skin penetration premises water cooling and warm water systems food premises. Support implementation of the on-site wastewater management inspection program. Assist Coordinator with referral assessment for Development Applications, associated documentation and statements for environmental health matters where required. Investigate, inspect and regulate matters such as, but not limited to, the following: <ul style="list-style-type: none"> foodborne illness reports notifiable disease outbreaks noise complaints, vermin intrusion and other public and environmental health nuisances swimming pools. Prepare and conduct surveys, monitoring programs or assessments relating to potential pollution in all forms from commercial or industrial premises. Respond to and monitor sewerage spills and other pollution incidents. Respond to complaints about environmental and health issues and concerns. 	<ul style="list-style-type: none"> Assessments are undertaken against relevant legislation, standards, guidelines and industry standards within the required timeframes. Investigations and inspections are conducted according to legislative and regulatory requirements and BVSC policies and procedures. Registers are accurately maintained and are up-to-date. Inspections and investigations are conducted in a timely manner and according to schedules. Where action is required, it is in accordance with the provisions of the <i>Protection of the Environment Operations Act</i> in cases where BVSC is the Appropriate Regulatory Authority. BVSC's complaints policies and procedures are followed.

Position Description

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Water quality monitoring	<ul style="list-style-type: none"> Undertake a range of activities associated with, and testing of, water quality: <ul style="list-style-type: none"> sampling of BVSC's reticulated water supplies specific sampling in cases of disinfectant equipment breakdown monitoring and sampling of public swimming pools spas, and beaches including complaints investigation provision of technical information on water quality maintenance techniques for public and private pools. 	<ul style="list-style-type: none"> Sampling and testing is conducted according to legislative and regulatory requirements, and BVSC procedures. Sampling and testing is conducted in a timely manner.
Legal and regulatory compliance	<ul style="list-style-type: none"> Undertake investigations and initiate legal proceedings. Assist in the preparation of Penalty Infringement Notices (PINs), briefs of evidence and Court Attendance Notices in accordance with Council policy and procedures. Attend court and present evidence. 	<ul style="list-style-type: none"> Compliance and enforcement actions are undertaken in accordance with BVSC Policy Guidelines and Procedures. Legal and compliance actions are consistent and transparent. Directions to comply are delivered in a professional and courteous manner. All legal actions and documentation are undertaken in accordance with relevant legislation and BVSC Policy and Procedures Guidelines.
Administration	<ul style="list-style-type: none"> Prepare reports and correspondence. Maintain records and statistics. Contribute to the development or review of Policy, Procedures or Guidelines. 	<ul style="list-style-type: none"> Reports and correspondence are comprehensible, accurate and prepared within required timeframes. Records and statistics are accurate and up-to-date.
Community advice and education	<ul style="list-style-type: none"> Respond to customer enquiries and provide specialist advice in relation to compliance with environmental health requirements. Assist in the formulation and implementation of environmental health education and training resources. 	<ul style="list-style-type: none"> Advice and guidance is accurate, correct and provided in a timely manner. Confidentiality is maintained. Education and informational resources use effective techniques for imparting information and knowledge.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

Knowledge, Skills and Qualifications

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated skills and knowledge in environmental health.
- Knowledge of the legislation pertinent to the role, including (but not limited to): *Environment Planning and Assessment Act 1979*; *Local Government Act 1993*; *Food Act 2003*; *Public Health Act 2010*; *Protection of the Environment Operations Act 1997*.
- Sound level of written and verbal communication skills including the ability to liaise, negotiate and mediate effectively with internal and external stakeholders.
- Sound level of analytical and investigative skills.
- Three (3) years' experience in environmental health and inspections in a local government environment. (Indicative)
- Demonstrated skills in public consultation and public education/information practices.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as post-graduate qualifications in environmental health, experience in environmental education, recent local government experience or other specialist training or work experience.

Selection criteria – qualifications and licences

- Degree level qualification in Environmental Health or Environmental Management or Environmental Science or equivalent relevant qualification.
- Current NSW Class C Drivers Licence.

Conditions of Employment

Status	Fixed term contract full time		Hours per weeks	35
Award classification	Band: 2	Level: 3	Award	Local Government (State) Award 2023
BVSC grade	10			
Pattern of work	8.45am to 5.00pm eight days per fortnight, 8.30am to 5.00pm one day per fortnight with 30-minute unpaid lunch break and one scheduled day off per fortnight.			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input checked="" type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: Respond to emergencies as required. Job demands may require work outside of core hours by arrangement with supervisor, e.g. Food shop inspections.			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Purchase card limit: \$N/A
Statutory	As per BVSC Register of Delegations	
Security	STPs, WaSS Depot, Minyama Depot, Access 24 hours per day, 7 days per week. Zingel Place 24 hours per day, 7 days per week.	

Benefits

Motor vehicle	Benefit Related Vehicle (leaseback)		
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Palm Pilot <input type="checkbox"/> Camera <input type="checkbox"/> Other		
Telecommunications	<input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle		

Benefits	
	<input type="checkbox"/> Other
Workwear	<input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Sun protection equipment, gloves, safety glasses, safety boots, gumboots.
Tools	N/A

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required.

Note: 'Minimal Likelihood' is described as something that would not occur very often, a very minor part of the role.

Job title: Environmental Health Officer

PD Number(s) PD155

Completed by Name: Myfanwy Appleton

Date: 15/08/2025

Administration

Notes

Computer Use (including hand held tablet)
generic screen based

Yes

Sitting at desk

Yes

Standing for long periods
if yes, please indicate length in hours

Minimal
Likelihood

Manual Handling

Notes

Light lifting/Carrying (0-9kg)

Yes

Moderate Lifting/Carrying (10-15kg)

Minimal
Likelihood

Heavy Lifting/Carrying (16kg and above)

Minimal
Likelihood

Note- If yes manager/coordinator to liaise with WHS Officer

Climbing

Minimal
Likelihood

Bending

Yes

Kneeling/Squatting

Yes

Reaching

Yes

Sequential/Repetitive movements in short
period of time
*is the ability to carry out a repetitive action doing
the same thing over and over again*

Yes

Incumbent required to undertake administrative duties
using a PC, mouse, and Keyboard.

Manual dexterity/manipulation
*is the ability to make coordinated hand and finger
movements to grasp and manipulate objects. It
can include muscular, skeletal and neurological
functions to produce small, precise movements*

Yes

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Yes	
Walking whilst pushing/pulling object	Minimal Likelihood	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Yes	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	Yes	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	
Plant/Equipment and or vehicle operation	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	Minimal Likelihood	Occasional overtime by prior arrangement.
Rostered shift work	Yes	Participation in on call after hours pollution response roster.
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Yes	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore, we will only request such information for reasons relating to Workplace Health and Safety. Additionally – Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records Information Privacy Act (HRIP) 2002*, as well as Council’s Records Management Policy and Privacy Management Plan