



Position Description

Position No:	R2706
Position Title:	Environmental Health Officer
Incumbent:	Vacant
Branch:	Civic Compliance
Department:	Infrastructure & Assets

Employment Conditions

Salary and Entitlements

The salary is based on Band 6 in accordance with Mildura Rural City Council's Enterprise Agreement and Local Government (Long Service Leave) Regulations 2021.

Payment of Wages

Payment will be made fortnightly directly to a banking institute of your choice.

Hours of Work

152 hours within a four (4) week work cycle with one rostered day off per twenty days. Work outside normal office hours may be required.

Superannuation

In accordance with Superannuation Industries Supervision Act.

Child Safe Organisation

Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

Equal Employment Opportunities (EEO)

Council's policy is to ensure the absence of discrimination in employment.

WorkCover Arrangements

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Executive led by the CEO, and Corporate Performance, Healthy Communities, Strategy & Growth and Infrastructure & Assets led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow the principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

1. Organisational Relationships:

1.1 Supervisor

- Environmental Health Coordinator

1.2 Direct Reports

- Nil

1.3 Internal

- All Mildura Rural City Council Branches and Departments

1.4 External

- Community
- Government Departments and Authorities
- Environmental Health Professionals Australia
- Council's Service Contractors
- Sunraysia Community Health Centre
- Council's Service Contractors
- Medical Officer of Health
- Private Building and Planning Consultants
- Other Health Service providers.

2. Position Objectives:

The officer will be responsible for:

To provide quality environmental health service to reduce the risk of illness and disease and improve health and wellbeing of the community in accordance with strategic objectives of Council and statutory requirements.

3. Key Responsibilities and Duties:

- 3.1 Hold the statutory position of Environmental Health Officer and be appointed as an Authorised Officer under the Public Health and Wellbeing Act 2008, Food Act 1984, Housing Act 1983, Environment Protection Act 2017, Residential Tenancies Act 1997, Tobacco Act 1987, Local Government Act 2020, Summary Offences Act 1966, Infringements Act 2006, relevant Council Local Laws, and all subordinate regulations as amended from time to time; and exercise the appropriate delegated powers and responsibilities in accordance with these Acts.

- 3.1 Monitor and provide regulatory guidance for registered premises and notified premises to determine and mitigate public health risks, through inspections, investigations, education and enforcement.
- 3.2 Investigate notifiable and communicable diseases in conjunction the Department of Health requirements and the Loddon Mallee Public Health Unit. Provide public health guidance to stakeholders and to the community and support Council's Immunisation program as required.
- 3.2 Assist with the implementation of Councils Mosquito Monitoring and Control Program as required.
- 3.3 Assess, inspect, and issue permits for domestic onsite wastewater systems. Investigate complaints, maintain accurate records, and support the implementation of the Domestic Wastewater Management Plan, ensuring compliance with relevant legislation, Codes of Practice, and Australian Standards. Provide advice and written responses to planning and building referrals, including the suitability of proposed wastewater and disposal options.
- 3.4 Exercise delegated powers under the Public Health and Wellbeing Act 2008 to investigate document and resolve where possible, public health nuisances and related complaints.
- 3.5 Conduct inspections, education and compliance activities of relevant tobacco premises, maintaining records and reports, and providing up-to-date information to the community and affected businesses. Undertake allocated activities in line with the Municipal Association of Victoria MOU for Tobacco activities
- 3.6 Prepare reports on legislative breaches with recommended actions, draft enforcement documents as needed, and attend hearings or tribunals to provide evidence when required.
- 3.7 Assist the Environmental Health Services in Public Health Education and Promotion relevant to Environmental Health to improve public health outcomes of the community. .
- 3.8 Provide input as required to the development and review of the Municipal Public Health and Wellbeing Plan.
- 3.9 Assist in public health response and recovery efforts during emergencies.

4. Accountability and Extent Of Authority

- 4.1 The position is required to adhere to legislative requirements and Council and Section Policies and procedures. Where interpretation of such legislation or policy is required, freedom to act is generally governed by precedent. Where the action required is unprecedented, it is subject to reference to the Environmental Health Coordinator.
- 4.2 The position is delegated by Council to issue notices, orders, permits and certificates in relation to the position's individual activities.
- 4.3 Maintain the relevant statistical records necessary to meet the Department of Human Services requirements and reporting requirements of Council.

5. Judgement and Decision Making

- 5.1 Timely management and completion of assigned investigation and inspection activities.
- 5.2 The nature of the position is specialised and has access to guidance but often requires independent evaluation of options before recommending actions. Most decisions are made in the field on behalf of Council, with Senior Environment Health Officers or Environmental Health Coordinator available to assist with decision making.
- 5.3 Decisions involving evaluation of a range of standard options and selection of an optimum response can be made without reference to senior officers.
- 5.4 The position will be challenged by new situations, which require the discretionary application of creative methods and techniques to achieve the best solution.
- 5.5 Ability to work under limited direction, exercise good judgement and discretion when handling matters of confidential nature.

6. Specialist Skills and Knowledge

- 6.1 Experience in handling matters of confidential nature including public relations, particularly the ability to enforce without offence. Liaise effectively with the public, internal departments and external stakeholders on various public health matters.
- 6.2 Well-developed communication skills with the commitment to working within a supportive team environment including ability to provide assistance, give, and receive, feedback from others.
- 6.3 Adequate skills in investigation, negotiation and conflict resolution exhibiting diplomacy and sound judgement particularly when carrying out routine and complaint based regulatory work.
- 6.4 Skilled in all matters pertaining to Environmental Health Law, including interpreting relevant legislation and principles into practice, as it relates to the duties and functions of the position and of Council and of both internal and external stakeholders
- 6.5 Knowledge of current developments in the professional field, particularly with reference to food safety, infection prevention and control, residential noise, onsite wastewater , public health nuisances, and emerging public health risks.
- 6.6 Ability to be flexible and resourceful in the delivery of the environmental health service.
- 6.7 Ability to utilise computer applications software as appropriate to the duties.

7. Management Skills

- 7.1 Ability and skills to managing time, set priorities and planning and organising both the activities of this position and those of other staff so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set time period.

- 7.2 Provide mentoring and peer-to-peer support to colleagues and stakeholders, fostering a collaborative environment that encourages knowledge sharing and continuous improvement.
- 7.3 Solve problems through engagement, negotiation and teamwork.

8. Interpersonal Skills

- 8.1 Strong interpersonal skills in negotiation, conflict resolution, decision-making, and problem-solving, along with excellent written and verbal communication.
- 8.2 Ability to gain co-operation and assistance from others, both public and colleagues.
- 8.3 Deliver public presentation (of education/promotional programs).
- 8.4 Ability to provide input towards issues affecting the successful operation of the Environmental Health Services and Civic Compliance Branch.
- 8.5 Ability to work effectively and efficiently in a high-pressure environment.
- 8.6 Ability to work as part of a team and autonomously.
- 8.7 Ability to maintain confidentiality in all matters relating to the Environmental Health Services.
- 8.8 Ability to demonstrate and display Councils values and behaviours.

9. Qualifications and Experience

- 9.1 A Graduate Diploma or Bachelors Degree in Environmental Health or equivalent qualification as listed in the Victoria Government Gazette No. G29 for appointment as an Environmental Health Officer.
- 9.2 Commitment to ongoing personal and professional development to maintain industry knowledge and professional skills.
- 9.3 Member (or to be eligible to become a member) of Environmental Health Professionals Australia
- 9.4 It is desirable to have two years' experience working as an Environmental Health Officer.
- 9.5 Hold a current satisfactory Police Check or willing to obtain one.
- 9.6 Hold a current working with children's check or willing to obtain one.
- 9.7 Current Drivers Licence.

10. Physical Requirements

- 10.1 This position requires the incumbent to be able to undertake tasks that may involve heavy and light lifting, bending, kneeling, squatting, prolonged standing handling a variety of equipment and driving a vehicle.

11. Occupational Health & Safety Responsibilities:

Employees will:

- 11.1 Take reasonable care of his or her health and safety
- 11.2 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace
- 11.3 Cooperate with his or her employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations
- 11.4 Work in a safe manner and adhere to all safe working procedures and practices
- 11.5 Encouraging others to work in a safe manner
- 11.6 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information
- 11.7 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident
- 11.8 Report or rectify any unsafe acts or conditions that come to their attention
- 11.9 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required
- 11.10 Maintain security of site, plant and equipment
- 11.11 Participate in OH&S training and activities in a positive manner

12. Selection Criteria:

Essential core competencies required:

- 12.1 A Graduate Diploma or Bachelors Degree in Environmental Health or equivalent qualification as listed in the Victoria Government Gazette No. G29 for appointment as an Environmental Health Officer.
- 12.2 Demonstrate theoretical and practical knowledge and experience in environmental health practice and associated legislation including capacity to interpret and apply such legislation within local government.
- 12.3 Demonstrated experience in undertaking inspections, investigations and enforcement activities under relevant public health legislation, with proven analytical problem solving skills.

- 12.4 Proven ability to work collaboratively within a team environment, supported by strong interpersonal skills in customer service, negotiation, conflict resolution, and decision making.
- 12.5 Excellent written and verbal communication skills, including the ability to prepare clear and concise reports, and communicate complex regulatory information to diverse audiences, including the public, businesses, and stakeholders.
- 12.6 Well-developed organisational skills with the ability to plan, prioritise, and manage competing workloads to deliver high-quality environmental health services efficiently.
- 12.7 Member (or to be eligible to become a member) of Environmental Health Professionals Australia
- 12.8 Hold a current satisfactory Police Check or willing to obtain one.
- 12.9 Hold a current working with children check or willing to obtain one.
- 12.10 Current Drivers License.

Acceptance of Position Description:

I have read and agree that this job description reflects the core duties and responsibilities of my position.

Signed:.....

Date:.....

Reviewed by:

Date:

Endorsed by Manager:

Date:

Endorsed by Human Resources:

Date:

Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Infrastructure & Assets Department.

Mildura Rural City Council's Values

RESPECT

We will be respectful towards others and value differences.

HONESTY

We will be ethical and open.

INTEGRITY

We will be reliable and trustworthy in all that we do.

TRANSPARENCY

We will be objective and fair in our communications and decisions.

ACCOUNTABILITY

We will be consistent and responsible for our actions.

Mildura Rural City Council's "Principles of Excellence"

PRINCIPLE 1: LEADERSHIP

Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

PRINCIPLE 2: CUSTOMERS

Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

PRINCIPLE 3: SYSTEMS THINKING

All people work in a system. Outcomes are improved when people work on the system and its associated processes.

PRINCIPLE 4: PEOPLE

Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

PRINCIPLE 5: CONTINUOUS IMPROVEMENT

Innovation and learning influence the agility and responsiveness of the organisation.

PRINCIPLE 6: INFORMATION AND KNOWLEDGE

Effective use of the facts, data and knowledge leads to improved decisions.

PRINCIPLE 7: VARIATION

Variation impacts predictability, profitability and performance.

PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY

Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

PRINCIPLE 9: SUSTAINABLE RESULTS

Leaders determine the culture and value system of the organisation through their decisions and behaviour.