



Position Description

Position No:	R2707
Position Title:	Environmental Health Officer Cadet
Incumbent:	Vacant
Branch:	Civic Compliance
Department:	Infrastructure & Assets

Employment Conditions

Salary and Entitlements

The salary is based on Band 4 or 5 (dependent on qualifications and experience) 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:

Assisting in the provision of 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.

At the completion of the relevant qualification the cadet will be offered an Environmental Health Officer position and progress to Band 6.

The incumbent will receive level one support as per Councils Professional Development policy and is expected to complete their degree in no more than 6 years.

3. Key Responsibilities and Duties:

- 3.1 This is a statutory position and is subject to attainment of relevant qualifications and experience to 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.

- 3.2 Support and assist to monitor and provide regulatory guidance for registered premises and notified premises to determine and mitigate public health risks, through inspections, investigations, education and enforcement.
- 3.3 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.
- 3.4 Assist with the implementation of Councils Mosquito Monitoring and Control Program as required.
- 3.5 Assist in assessing, inspect, and issuing of 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.
- 3.6 Conduct investigations, responding to Residential Noise issues under the Environment Protection Act and Regulations using education and enforcement tools.
- 3.7 Exercise delegated powers under the Public Health and Wellbeing Act 2008 to investigate document and resolve where possible, public health nuisances and related complaints.
- 3.8 Assist with 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
- 3.9 Prepare reports on legislative breaches with recommended actions, draft enforcement documents as needed and attend hearings or tribunals to provide evidence when required.
- 3.10 Assist the Environmental Health Services Team in Public Health Education and Promotion relevant to Environmental Health to improve public health outcomes of the community.
- 3.11 Provide input as required to the development and review of the Municipal Public Health and Wellbeing Plan.
- 3.12 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 within the scope of their training, skills and knowledge.
- 4.3 Maintain the relevant records necessary to meet the Department of Health, other State Departments and reporting requirements of Council.

5. Judgement and Decision Making

- 5.1 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.
- 5.2 The position will occasionally be challenged by new situations, which require the discretionary application of creative methods and techniques to achieve the best solution.
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6. Specialist Skills and Knowledge

- 6.1 Understanding of the relevant policies and long term goals and objectives of the section and Council.
- 6.2 All matters relating to Environmental Health Law as it relates to the duties and functions of the position and of Council and of both internal and external liaisons.
- 6.3 Knowledge of current developments in the professional field, particularly with reference to registered premises.
- 6.4 Ability to be flexible and resourceful in the delivery of the environmental health service
- 6.5 Ability to utilise computer applications software as appropriate to the duties.

7. Management Skills

- 7.1 The position requires skills in managing time, setting priorities and planning and organising both the activities of this position and those of other staff to achieve specific and set objectives in the most efficient way possible within the resources available and within a set time period.
- 7.2 Solve problems through engagement, negotiation and teamwork.

8. Interpersonal Skills

- 8.1 A sound level of maturity demonstrated through 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 Eligible to enrol or be enrolled for 2026 to undertake 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 in 2026.
- 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 Hold a current satisfactory Police Check or willing to obtain one.
- 9.5 Hold a current working with children's check or willing to obtain one.
- 9.6 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 Eligible to enrol or be enrolled for 2026 to undertake 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 in 2026.
- 12.2 Demonstrated experience in thinking through challenges and problems to find a solution, even when busy.
- 12.3 Demonstrated ability to work well with others in a team, use good people skills when helping customers, solve problems and conflict professionally.
- 12.4 Basic understanding of Environmental Health and Public Health and the role an Environmental Health Officer working for Local Government performs.
- 12.5 Member (or to be eligible to become a member) of Environmental Health Professionals Australia
- 12.6 Hold a current satisfactory Police Check or willing to obtain one.
- 12.7 Hold a current working with children check or willing to obtain one.
- 12.8 Current Drivers License.

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.