

## Environmental Health Officer

### Position Description

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Customer Response
<b>Reports To</b>	Team Leader Environmental Health	<b>Direct Reports</b>	No

### Position Purpose

Effectively deliver public and environmental health programs by carrying out investigations, assessments, providing professional advice and quality customer service. To provide a high standard of customer service and professional advice in the effective and efficient delivery of public and environmental health programs.

### Responsibilities & Outcomes

As an Environmental Health Officer you will:

- Provide specialist advice and support to management and staff regarding environmental health matters.
- Identify, investigate and report breaches of state and local laws concerning food safety, environmental protection, permitted business and other matters in a professional manner.
- Assess and administer applications for licenses, approvals, renewals and transfers related to State legislation and local laws.
- Undertake routine monitoring of licensable businesses under State legislation and local laws.
- Build strong relationships with a range of key internal and external stakeholders to ensure effective service delivery outcomes are achieved.

#### Additional Information

*This position is required to work 'Out of normal business hours' (where required)*

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

**SERVICE****TEAMWORK****INTEGRITY****RESPECT****SUSTAINABILITY**

## Decision Making

Budget N/A

Delegations Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

## Knowledge & Experience

- Comprehensive knowledge and experience in Environmental Health matters and relevant legislation.
- Demonstrated investigative, analytical and research skills in a range of regulatory work environments.
- High level of verbal and written communication skills and the ability to present information in an effective manner to a range of stakeholders.
- High level of experience in the utilisation and interpretation of quantitative and qualitative data obtained from a range of technical equipment.
- Demonstrated time management skills and the ability to manage conflicting priorities, including meeting deadlines whilst working in an autonomous team environment.

## Success Profile

**To perform this role at Level 3, the staff member will bring:**

- Developing knowledge of Queensland's public and environmental health legislation, including Food Act 2006, Environmental Protection Act 1994, Public Health Act 2005, Public Health (Infection Control for Personal Appearance Services) Act 2003, City of Moreton Bay local laws, or demonstrated ability to rapidly acquire such knowledge.
- Effective verbal and written communication skills, including the ability to manage customer expectations and explain relevant processes clearly and concisely.
- Capability to assess applications, conduct inspections and investigations, producing effective outcomes within the parameters of relevant legislation, guidelines, local laws and Council policies, or demonstrated ability to rapidly acquire such capability.
- Ability to research, analyse and investigate issues, and write concise, professional reports and correspondence.

**To perform this role at Level 4, the staff member will also bring:**

- Demonstrated minimum 2 years relevant experience working as an Environmental Health Officer or in a related field.
- Sound knowledge of Queensland's public and environmental health legislation, including Food Act 2006, Environmental Protection Act 1994, Public Health Act 2005, Public Health (Infection Control for Personal Appearance Services) Act 2003, City of Moreton Bay local laws, or demonstrated ability to rapidly acquire such knowledge.
- Ability to research, analyse and investigate issues, write concise, professional reports and correspondence and provide advice to customers and internal stakeholders.

**To perform this role at Level 5, the staff member will also bring:**

- Demonstrated minimum 4 years relevant experience working as an Environmental Health Officer or in a related field.
- Demonstrated knowledge of Queensland's public and environmental health legislation, including Food Act 2006, Environmental Protection Act 1994, Public Health Act 2005, Public Health (Infection Control for Personal Appearance Services) Act 2003, City of Moreton Bay local laws, or demonstrated ability to rapidly acquire such knowledge.
- Ability to prioritise workloads in relation to risk and priority level, and manage own workload.
- Demonstrated customer relationship skills and the ability to translate complex information in concise, practical ways that help manage customer understanding and expectations.
- Ability to undertake complex investigations (including planning and collection of evidence), conduct research and draw conclusions to support consistent interpretation of legislation, including the ability to weigh multiple factors to determine appropriate remedial or compliance action.
- Ability to exercise judgement based on experience where procedures are not defined.

**Qualifications**

- Minimum of Degree or Post Graduate qualification in Environmental Health
- Current C class drivers licence.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*