

Position Description

Position Title:	Environmental Health Officer
Responsible to:	Regulatory Services Coordinator
Directorate:	Corporate Services
Award/Classification:	South Australian Municipal Salaried Officers General Officers Classification Level 5
Category of Employment:	Full Time

Objectives of the Position:

The Environmental Health Officer is accountable for ensuring the proper standards of public and environmental health are being maintained throughout communities by monitoring, investigating and promoting public and environmental health issues and taking legislative action where necessary. The Environmental Health Officer's service provision may span across multiple councils in the Eyre Peninsula participating in the shared services agreement with Whyalla City Council.

Key Purpose and Responsibilities:

Primary Purpose	Responsibilities
Ensuring that a proper standard of public and environmental health is maintained	<ul style="list-style-type: none"> • Investigating reports of local nuisance issues which may include monitoring and controlling air, noise and water pollution. • Investigating cases of notifiable diseases as directed by the Communicable Disease Control Branch of SA Health. • Monitoring public swimming and spa pools for compliance with legislative requirements. • Managing the school immunisation program and monitoring immunisation coverage for Whyalla. • Maintaining pest and vector control programs where required • Inspecting hairdressers, beauty salons and tattooists for proper hygiene practices. • Approving and providing advice on onsite waste control systems • Coordinating and regulating testing and inspection requirements for HRMWS's, maintain a register of these systems and assess compliance reports.
Ensure food being sold is fit for human consumption and proper hygiene practices are being observed	<ul style="list-style-type: none"> • Undertaking routine and random investigations and inspections of food premises to assess compliance with the <i>Food Act 2001</i> and <i>South Australian Public Health Act 2011</i> and implement appropriate actions to ensure compliance. • Maintaining a current database of food businesses and inspections conducted. • Investigating complaints regarding unfit food and unsatisfactory hygiene practices. • Investigating cases of food poisoning as directed by SA Health and provide reports of the same. • Monitoring food recalls as required.



Position Description

Promote and provide information communities on public and environmental health issues	<ul style="list-style-type: none"> Conducting lectures, presentations and training on health issues in schools and to other interested organisations and groups, including conferences and professional bodies. Providing educational resources to the community. Liaising with other health agencies to promote health related issues. Assisting in the preparation of media release documents on various health issues as required.
Proactive approach to public and environmental health issues	<ul style="list-style-type: none"> Developing and implementing annual work programs and associated schedules Developing and implementing policies, procedures and supporting materials such as inspection/investigation checklists as required Preparing and maintaining relevant registers as required (e.g. register of cooling water and warm water systems) Preparing legislated reports as required Preparing reports on environmental health developments and program deliverables Preparing, reviewing and reporting against councils' Public Health Plans Responding to customer requests and complaints – in line with the employee's authorisations Participating in joint projects that impact on public and environmental health with other government agencies and educational institutions. Undertaking research and contributing to the planning and development of policies and procedures within the public and environmental health field. Assisting in the annual budgets relative to environmental health and ensuring that income and expenditure is maintained within budget expectations. Aiding and advice to other internal and external departments as required. Provide efficient, accurate and prompt customer service in person, by phone and in written correspondence. Preparation of reports pertaining to matters of public and environmental health. Other duties, within classification level and level of skills and competence

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

Indicators and responsibilities to be reviewed on a regular basis and are subject to change.

Position Criteria:

Essential Criteria:

- Tertiary qualifications in Environmental Health or equivalent (Qualifications approved by the South Australian Health Commission for appointment for Environmental Health Officers or the ability to obtain)
- Eligibility for membership to Environmental Health Australia



Position Description

- Excellent verbal and written communication and problem-solving skills
- Self-motivated with the ability to work independently with limited supervision
- Ability to interpret and apply legislation
- Police clearance
- Department of Human Services (DHS) Working with Children Clearance
- Current Full Drivers Licence

Desirable Criteria:

- Comprehensive knowledge of the Food Act, Regulations and Food Safety Standards
- Comprehensive knowledge of the SA Public Health Act and Regulations
- An understanding of the roles and responsibilities of local government particularly as they related to public and environmental health
- Experience in researching, planning, developing and managing services, programs and activities

Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.

The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

Behavioural expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
- Actively contribute to the strategic objectives of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures and documented practices.
- Maintaining licences and accreditation in line with expectations of the role.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.

Special Conditions:



Position Description

The employee may be required to travel intrastate and work outside of normal business hours in full consultation with the Manager and in order to perform the position. This position may require travel to other Eyre Peninsula councils participating in the Whyalla EHO Shared Services Agreement.

Acknowledgement:

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature	Date: _____ / _____ / _____
Coordinator / Manager:	Signature:	Date:

PD Environmental Health Officer Development Date: V3 August 2024. Review Date: 08/2025

