

# Position Description

Senior Environmental Health Officer  
Environment and Health

STAFF  
values

courage  
to act

Make it  
fun

community  
first

trust  
and be trusted

## Position Description

<b>Role title</b>	Senior Environmental Health Officer
<b>Level:</b>	Band 8
<b>Status:</b>	Permanent Full Time
<b>Position Number:</b>	5401
<b>Directorate:</b>	City Development and Sustainability
<b>Position Objective:</b>	<p>Undertake investigations, assessments and research, ensuring compliance on issues relating to Public and Environmental Health, including escalated and complex matters.</p> <p>Contribute to the development and review of guidelines, processes, initiatives and strategies to support business system improvements and legislation changes.</p> <p>Provide support, professional specialist advice, information and direction to internal and external customers on compliance with relevant statutes, regulations and laws relating to Public and Environmental Health, whilst providing the highest quality of customer service.</p>
<b>Stakeholder Engagement:</b>	<p>This position works collaboratively as a member of the Environmental Health Team, providing advice and support on Public and Environmental Health and assists customers with interpretation and enforcement of relevant legislation.</p> <p>Externally, this position establishes networks and fosters productive relationships with stakeholders, consultants and local community groups to provide specialist advice and information relating to Public and Environmental health.</p>
<b>Direct Manager:</b>	Coordinator Environmental Health
<b>Direct Reports:</b>	<p>Environmental Health Technical Officer</p> <p>Trainees and work experience student placements as required</p>
<b>Total Number of Reports:</b>	1 FTE
<b>Acknowledgement</b>	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>

<b>Date position registered</b>

### Key Responsibilities

- Manage, lead and mentor the Environmental Health Technical Officer and supervise trainees and work experience placement students when applicable.
- Provide support, guidance and coaching to Environmental Health Officers, Trainee Environmental Health Officer's, Work Placement Students and Health Services Team members.
- Attend cross-functional meetings and act as proxy to the Coordinator Environmental Health, when required, across a range of functions.
- Work in collaboration with the Coordinator Environmental Health to foster positive team culture and the achievement of business goals and priorities.
- In collaboration with the Coordinator Environmental Health, lead the implementation of environmental health promotion and education plan.
- Investigate and resolve complex and escalated public and environmental health matters.
- Monitor, investigate and inspect public health and environmental issues of food businesses, public buildings, public events and health premises, to gauge compliance with regulatory requirements and legislation.
- Provide specialist technical advice to all business units on environmental health matters and maintain a high level of knowledge in current and emerging industry practices and legislation changes ensuring internal stakeholders are informed of such matters.
- Foster continuous improvement and development of best practice standards. Implement process changes and business improvements, including leading the development and review of operational guidelines, processes, initiatives and strategies.
- Contribute to the review and implementation of the City's Mosquito Management Plan in collaboration with the Coordinator Environmental Health.
- Undertake enforcement duties and issue prosecution briefs, directives and infringement notices for breaches of legislation. Liaise with City's solicitors and attend Court when required.
- Undertake assessments on building and development applications to determine compliance with all relevant legislation. Liaise with relevant staff, conduct inspections and report on findings.
- Undertake sampling to monitor compliance with legislative requirements and guidelines, analyse results and take appropriate action.
- Process health applications, recommend conditions, issue appropriate documentation and prepare reports resulting from assessments, inspections and data collection and matters related to areas of responsibility.
- Provide interpretation, technical and strategic advice and education of Environmental Health matters to internal and external stakeholders.
- Consult with relevant staff on WHS issues and implement WHS, relevant legislation and best practice into work areas and areas of responsibility.
- Perform other reasonable duties as requested, within the scope of this position and in accordance with skills, knowledge and experience.

## Selection Criteria

1. Tertiary qualification in Environmental Health or qualifications and/or experience approved and gazetted by the Chief Health Officer under the *Public Health Act 2016*.
2. Suitably qualified to be gazetted as an Authorised Person and Inspector for the purposes of controlling noise under the provisions of the *Environmental Protection Act 1986*.
3. Strong knowledge and experience of environmental health and risk management principles in Local Government.
4. Strong knowledge and demonstrated experience in the implementation of the *Health (Miscellaneous Provisions) Act 1911*, *Public Health Act 2016*, *Food Act 2008* and *Environmental Protection Act 1986*.
5. Well-developed interpersonal, negotiation, conflict resolution and communication skills (verbal and written) with an ability to provide high quality customer service.
6. Well-developed computer literacy skills with experience in the use of Microsoft Office suite and Local Government databases. Experience in use of SafetyCulture (iAuditor) and Technology One software is desirable.
7. Demonstrated investigative analytical and problem-solving skills and ability to deliver presentations and compile management reports.
8. Well-developed time management and organisational skills.
9. Current driver's licence.
10. Experience in supervising staff is desirable.
11. Experience in mosquito management is desirable.

## Work Health and Safety Requirements

### Roles and responsibilities

The *Work Health and Safety Act 2020* and associated regulations impose broad duties on workers and provides for the primary duty of care for a person conducting a business or undertaking (PCBU).

### The City of Kwinana (PCBU)

The City must ensure, so far as is reasonably practicable, the health and safety of all workers engaged, influenced or directed/carrying out as part of the conduct of the business or undertaking.

The City must ensure, so far as is reasonably practicable: -

- (a) the provision and maintenance of a work environment without risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling and storage of plant, structures and substances; and the provision of adequate facilities for the welfare at work of workers in carrying out work for the
- (e) the provision and maintenance of a work environment without risks to health and safety; and

- (f) the provision and maintenance of safe plant and structures; and
- (g) the provision and maintenance of safe systems of work; and
- (h) the safe use, handling and storage of plant, structures and substances; and
- (i) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (j) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- (k) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

#### Duties of A Worker

While at work, a worker must: -

- (a) take reasonable care for the worker's own health and safety; and
- (b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and
- (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

#### **Compliance and Legislative Knowledge**

Comply with the City's policies, procedures and relevant appropriate legislation; and meet Work Health and Safety Requirements, anti- discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

#### **Environment**

The City of Kwinana aims to protect and improve the environment through a wide range of programs and initiatives.

#### **Risk and Emergency Management**

Provide an ongoing commitment to risk, emergency management and business continuity principles.