

# Position Description – PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

Shire of Donnybrook Balingup 040 V.24.1



## GENERAL OVERVIEW:

|                                |  |
|--------------------------------|--|
| <b>Position Title/Number:</b>  | Principal Environmental Health Officer                                 |
| <b>Directorate/Division:</b>   | Development Services / Operations                                      |
| <b>Industrial Instrument:</b>  | Local Government Industry Award 2020(IA)                               |
| <b>Classification/Banding:</b> | Local Government Authority, Banding 3 Level 8                          |
| <b>Reports to:</b>             | Manager Development Services   |
| <b>Primary Location:</b>       | Administration Office Building – 1 Bentley Street, Donnybrook, WA 6239 |

## OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

## POSITION OVERVIEW:

To administer the requirements of the Public Health Act, Environmental Protection Act, Health (Misc. Provisions) Act, Food Act, Caravan Parks and Camping Grounds Act and other relevant statutes to meet the environmental health needs of the community whilst fulfilling Council obligations and corporate objectives.

To ensure the provision of a professional and efficient Environmental Health Service.

To ensure programs pursued by the Environmental Health Service reflect both Council and community needs and expectations.

## POSITION OBJECTIVES:

### General

- > Discharge statutory obligations in accordance with relevant Acts, statutes and legislation.
- > Report on and enact legislative amendments as required.
- > Assist in the formulation of policy development and strategic objectives and review under the direction of the Manager Development Services.
- > Provide technical and professional advice to Council, the community and industry.
- > Work in consultation other Shire staff to ensure statutory and Policy obligations are met.
- > Assist to develop, review, coordinate and control Council's building facilities, planned maintenance and inspection programs including minor building projects.
- > Assist with other duties as required for the efficient operation of the Shire's Development Services department.



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## Environmental Health

- > Initiate and review programs aimed at improving the Shire's Environmental Health Services.
- > Implement food and water sampling programs.
- > Implement inspection programs for food premises, public buildings and accommodation in accordance with legislation.
- > Process all on-site effluent disposal applications.
- > Assist in assessing building plans and town planning development applications to ensure compliance with relevant Environmental Health statutory provisions.
- > Liaise with State Government departments and other stakeholders in relation to infectious disease control as required.
- > Ensure a high public health standard is maintained in all Council buildings through administration of relevant legislation.
- > Attend to Environmental Health related complaints for resolution.
- > Assist the Manager Development Services with preparation of Environmental Health budgets.

## Administration & Customer Services

- > Prepare reports and attend Council and Committee meetings as required.
- > Co-ordinate the Environmental Health aspects and conditions of the Shire's public event application process.
- > Attend to customer queries on all matters that pertain to Environmental Health and provide appropriate responses within Council's established guidelines, policies and practices.
- > Represent Council in a dignified, polite and well-presented manner.

## ORGANISATIONAL RELATIONSHIPS:

|                                |   |
|--------------------------------|---|
| <b>Responsible for:</b>        | Nil   |
| <b>Internal Relationships:</b> | All Shire of Donnybrook Balingup employees<br>Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents and general public. |
| <b>External Relationships:</b> |   |

## EXTENT OF AUTHORITY:

Under the direction of the Manager Development Services and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation, including delegated authority in accordance with the Delegations Register.



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## POSITION BENEFITS:

|                                |     |                           |     |
|--------------------------------|-----|---------------------------|-----|
| <b>Rostered Day Off (RDO):</b> | Yes | <b>Vehicle:</b>           | Yes |
| <b>Mobile Telephone:</b>       | Yes | <b>Laptop/computer:</b>   | Yes |
| <b>Gym Membership:</b>         | Yes | <b>Wellbeing Program:</b> | Yes |

## CORPORATE RESPONSIBILITIES:

|  |  |
|--|--|
| <b>Budget:</b>                                 | Council adopted  |
| <b>Code of Conduct:</b>                        | All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.   |
| <b>Workplace Health and Safety (OH&amp;S):</b> | The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities. |
| <b>Equal Opportunity:</b>                      | Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.  |

## TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

|  |   |
|--|---|
| <b>Shire of Donnybrook Balingup Induction:</b>           | To be completed within one (1) week of commencement of employment as per contract.  |
| <b>Workplace Health and Safety (OH&amp;S) Induction:</b> | To be completed within two (2) weeks of commencement of employment as per contract.   |
| <b>Records System Training:</b>                          | To be completed within the first month of commencement of employment as per contract.   |
| <b>Corporate Software Training:</b>                      | To be completed within the first month of commencement of employment as per contract.   |
| <b>Local Government Induction Training:</b>              | To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i> |

## ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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## SELECTION CRITERIA:

### Essential Requirements

- > Bachelor of Science (Environmental Health) degree or equivalent qualifications acceptable to be appointed as an environmental health officer in accordance with Section 17 of the *Public Health Act 2016* and an authorised officer in accordance with Section 122 of the *Food Act 2008*.
- > Qualifications suitable for appointment as an authorised officer for investigation and assessment of applications against provisions of the *Environmental Protection (Noise) Regulations 1997*.
- > Previous experience as an Environmental Health Officer in Local Government.
- > Demonstrated knowledge of Environmental Health legislation, principles and practices.
- > Demonstrated conflict resolution strategies in dealing with Environmental Health related matters including noise.
- > Demonstrated effective written communication skills including high level reporting writing, presentation skills, customer and stakeholder liaison and providing complex advice to Senior Management and/or Council.
- > Highly developed public relations and interpersonal skills.
- > Demonstrated awareness of current issues in Environmental Health.
- > Hold a 'C' class motor drivers license.

### Desirable Experience and Qualifications

- > Demonstrated knowledge and experience relating to the legislation and general operations of Waste Management.
- > Working knowledge of Town Planning procedures, Local Planning Schemes and the Building Code of Australia.

## ACKNOWLEDGEMENTS:

*The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.*

**Manager Name:**

**Signature:**

**Date:**



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PO Box 94, Donnybrook, 6239

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*I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.*

## Position Holder

**Name:**

**Signature:**

**Date:**

