

Employment Information Package

Environmental Health Officer

Position number: POS1230

Enquiries:

Name: Jess Emery

Position: Team Leader Environmental Health

Phone: 03 6323 3379

Email: jess.emery@launceston.tas.gov.au

Application closing date: 5.00PM FRIDAY 24 APRIL 2026

📍 Town Hall
18-28 St John Street
Launceston TAS 7250

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 City of
LAUNCESTON

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Address applications to:

Senior Leader People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

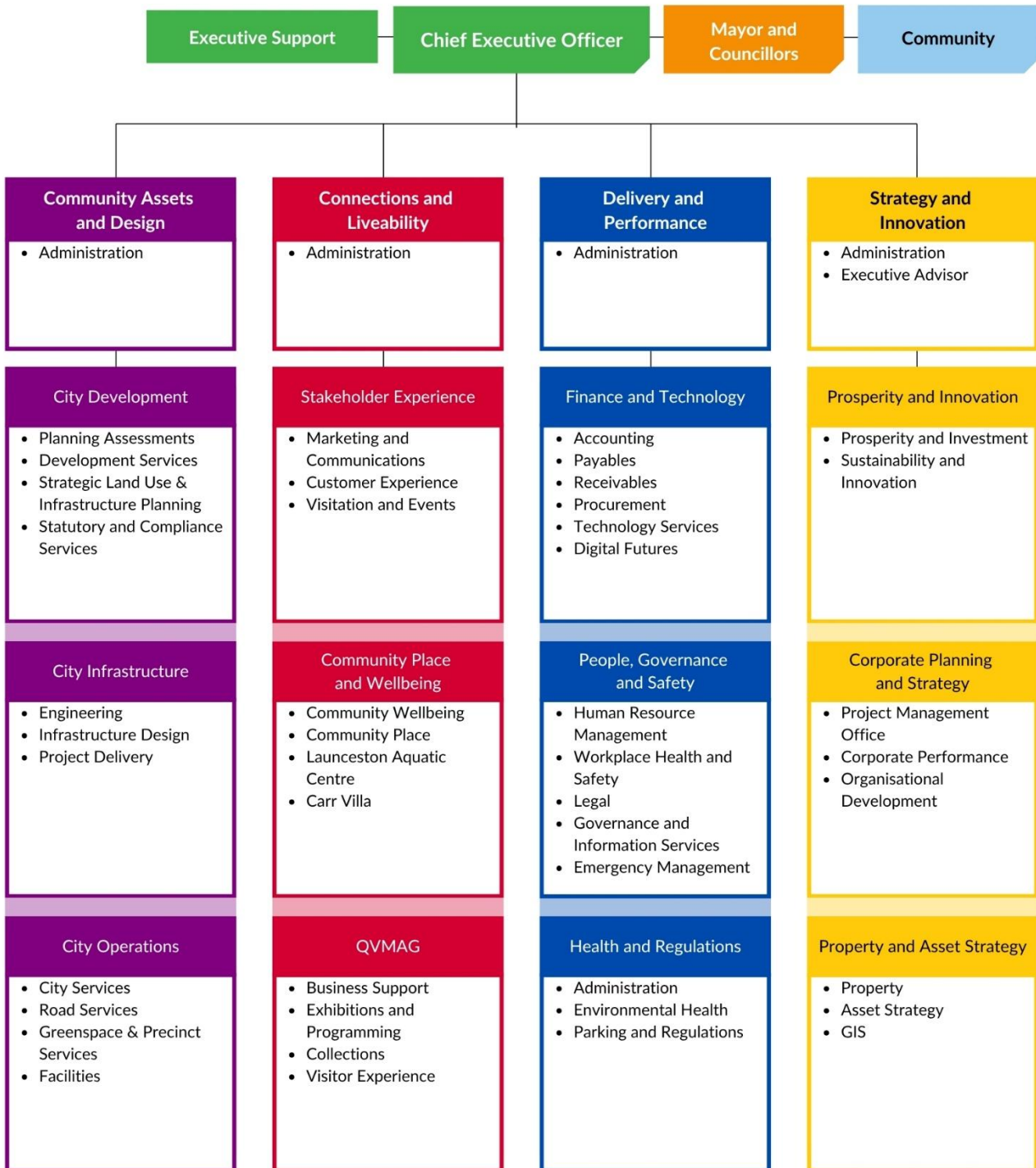
Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Environmental Health Officer
Employment terms	Permanent full time
Working pattern	19 day month
Total remuneration	\$114,391 to \$130,196 per annum* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$99,255 to \$112,968
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Some words from the team

Get to know us a little and come and join our team!

A friendly work culture where staff are always happy to collaborate to work through the varied scenarios found in the Environmental Health field.

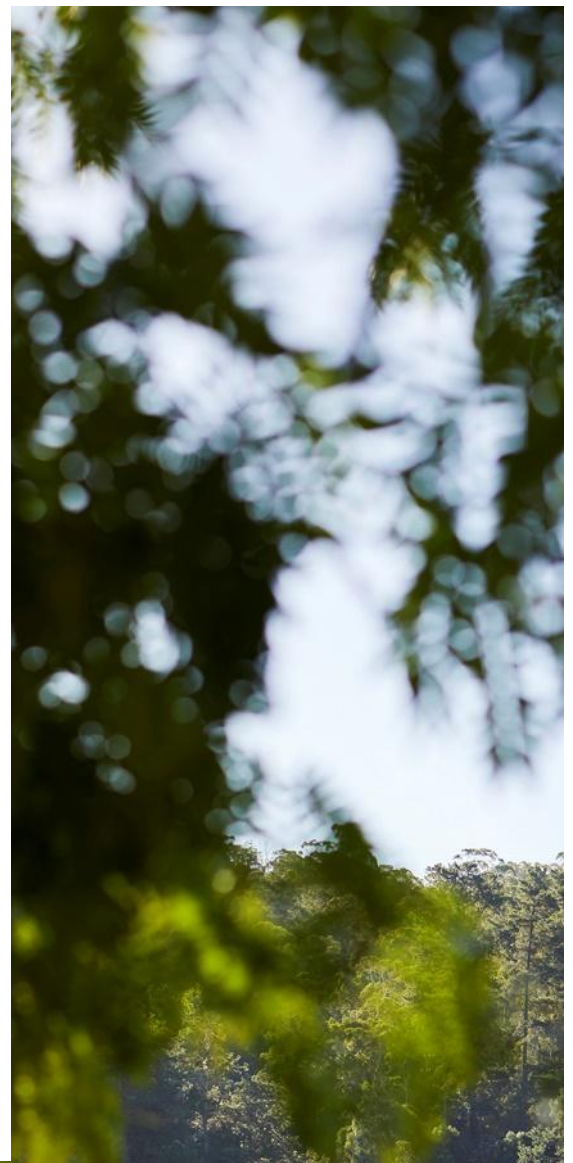
Good work culture which enables EHO's to be effective in our role of providing essential services to the community.

Flexible working arrangements to balance work and personal life. Importantly, the ability to take time for family or personal events when needed and either work from home or make up the time or have the time off.

Great team who gets along, cares for and respects each other. Leaders who are approachable, empathetic and fair, have your back and are there to help.

Training opportunities always offered.

Being able to sit outside or go for a walk to have meetings or 1:1's Not only are the whole team friendly and welcoming, but I feel like a valued member of the team. The culture amongst both the direct team and the organisation is very supportive and they care about you as a person and not just as an employee. Even though I have been here a short period of time I have experienced the organisational values in all aspects of Council. In short working for Council is the best decision I have made!





A variety of both city and rural environmental health activities.
Part of a larger team of EHOs and support staff.
Team excursions and activities to provide balance and support team relationships, extend our professional knowledge and strengthen our team culture.
An organisation that puts emphasis on both physical and mental health.
Council covers full EHA memberships.
Realistic expectations on workloads and capacity to undertake tasks.
Encouragement to learn new skills.
A central location in Tasmania, day trips to the south, east, north and west.
A close working relationship with Public Health Services at Department of Health.
The team acknowledges our different working styles and personalities, allowing us to have open communication and conversations to achieve an open minded and accepting work environment.





What we offer:

Join a team that puts people first with a **Values driven culture**.

Enjoy a **19-day month** (with an RDO) to give you the balance you deserve.

Generous Superannuation with a competitive **15.25% super contribution**.

Work-Life Balance - Flexible working conditions and supportive team environment.

Work for a **community-focused** organisation and make a positive difference.

Enjoy discounted employee parking and a range of employee benefits

Exciting Employee Benefits, including discounted health insurance and gym access

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Position Description

PF NUMBER:		POS NUMBER:	POS1230
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POSITION TITLE:	Environmental Health Officer
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	Vacant
TEAM:	Environmental Health Health and Regulations Delivery and Performance
REPORTS TO:	Team Leader Environmental Health
PREPARED BY:	Natasha Tempest
DATE:	December 2025

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery & Performance
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

The Environmental Health team works collaboratively across Council and multidisciplinary areas to protect and promote public and environmental health. The team contributes to a healthy, safe and sustainable community by preventing harm, promoting wellbeing, and protecting public and environmental health in accordance with relevant legislation, regulations, policies and Council priorities.

The Environmental Health Officer (EHO) is a qualified and legislatively authorised specialist with a high level of professional autonomy, responsible for protecting public and environmental health through the application of technical expertise and regulatory functions. The EHO undertakes complex investigations, educates the community, carries out enforcement activities to ensure compliance with public health, environmental health, and food safety legislation. They also provide specialist advice to support consistent and informed decision making across Council.

In addition to their core statutory responsibilities, EHOs contribute to broader environmental and public health strategic initiatives and activities Such as climate-related public health risks, emergency

management, and regulatory improvement projects. Their work supports Council in meeting its legislative obligations, strengthening community resilience, and maintaining the safety and amenity of the municipality.

This role will see an EHO:

- make recommendations and decisions, and implement enforcement actions within the principles of natural justice to ensure compliance with statutory requirements under state legislation and regulations, and council by-laws, policies, and procedures
- provide accurate and timely specialist advice on environmental management and public health matters
- proactively inspect and investigate public and environmental health activities, applying risk and evidence-based judgement to determine and undertake appropriate enforcement action to regulate and prosecute in the event of non-compliance
- interpret professional reports and provide specialist expert advice in the field of Environmental Health to inform decision making, consult with stakeholders, and take required action
- educate and provide specialist expert advice within the organisation and to stakeholders, and our community in public and environmental health
- use sound judgement and strong communication skills to problem solve and deliver a customer-focused outcome; and
- assist in maintaining and developing a constructive continuous improvement culture within the team and organisation by actively identifying and participating in opportunities for improvement and growth.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Teamwork and facilitation	Participate as a member of the team in striving for continuous improvement in our processes and practices. Works closely with Environmental Health colleagues and other teams to influence decision making in alignment with environmental health legislation and Council strategic objectives. As required support the induction of graduate and student placements and new team members. Continually contribute to improving Council's culture.	An effective and efficient team that are engaged in their work and welcome the opportunity for feedback. Provide feedback to the Team Leader on their development. Promote Council's values by displaying appropriate behaviours that align with Council's values.
Customer service and community engagement	Be responsible for managing your workload and address customer enquiries in a timely manner. Build rapport and maintain respectful communication with business owners and community stakeholders to promote voluntary compliance. Work to deliver a customer-focussed outcome whilst enforcing and educating people on the requirements of state legislation and Council policies and strategies.	Inspections, reports and investigations are actioned in compliance with statutory obligations, and Council policies and procedures. Undertake after-hours work as required. Community and businesses are aware of and align with their

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Deliver respectful, responsive, and solutions-focused service that supports community wellbeing, environmental sustainability, and business success.</p> <p>Promote environmental health as a collaborative and educational function - not just regulatory - by guiding stakeholders toward voluntary compliance, innovation, and continuous improvement.</p> <p>Proactively build understanding of public health principles to empower individuals, businesses, and community groups to make informed decisions.</p> <p>Participate in the development and implementation of evidence-based prevention and control resources for internal and external customers.</p>	<p>public health and environmental duties.</p> <p>Manage customer expectations and keep customers informed.</p> <p>Proactively identify opportunities for educational activities and deliver community education initiatives.</p> <p>Develop and deliver public educational programs, campaigns, and initiatives to improve awareness and compliance.</p> <p>Resources are provided in a timely manner, customers are informed, and processes are verified.</p>
<p>Environmental Health Compliance and Enforcement</p>	<p>Deliver core Environmental Health Officer functions through the investigation - including the use of technical equipment, interpreting of results and evidence, inspection, regulation, education, and enforcement of public health, food safety, and environmental health matters in line with relevant legislation and Council policies.</p> <p>Provide specialist expert advice that may be relied upon as guidance and justification for adopting a particular course of action that impacts and influences internal teams, external agencies and customers. Prepare reports, notices, briefs of evidence, and affidavits. Provide expert evidence in court where required.</p> <p>Assess applications and issue approvals under relevant legislation, prepare and maintain records and Council's database, complete and register operational documentation in Council's record keeping systems.</p> <p>Identify environmental health risks within our workplace and the community and work with stakeholders and other teams to develop and implement evidence-based prevention and control programs.</p> <p>Maintain a current working knowledge of relevant industry developments, legislation, emerging issues, technical practices, and best practices.</p>	<p>Undertake functions and legislative activities as a delegated / authorised Council Officer within statutory timeframes and provide informed, accurate and timely specialised advice to the Team Leader, Council staff, external agencies, and the community.</p> <p>Undertake proactive and reactive inspections across a broad range of public and environmental health activities.</p> <p>Records are maintained, and accurate and high-quality documentation is completed and recorded in accordance with Council Policy and legislative requirements.</p> <p>Participate in the development, monitoring, reviewing and updating of programs.</p> <p>Identify and participate in CPD opportunities. Actively participate in training, professional networks, and</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
		Council-wide improvement initiatives.
Expert Technical Advice	<p>Provide specialist environmental health advice to internal departments, external agencies, developers, and the general public.</p> <p>Contribute to the development, review and implementation of procedures, policies, and strategies to ensure best practice and legal compliance. Work with external agencies such as Environment Protection Authority, Department of Health and Local Government Association of Tasmania, to develop strategic and legislative documentation where input is sought.</p> <p>Provide assistance to other EHOs, and specialist expert advice to the Team Leader Environmental Health and Council teams when required.</p> <p>Advise the Team Leader of any developing contentious or politically sensitive issues that may be arising.</p> <p>Update the Team Leader on complex and escalated complaints and issues.</p> <p>Support multi-disciplinary investigations and respond to emerging public health risks in collaboration with relevant agencies. Investigate, research and write technical reports.</p>	<p>Proactively communicate technical and sensitive matters with internal and external stakeholders.</p> <p>Assist the Team Leader with identifying areas for continuous improvement of processes and systems.</p> <p>Share knowledge and assist in building team capability in specialist areas.</p> <p>Escalate politically sensitive issues to the Team Leader.</p> <p>Prepare clear, well-reasoned technical reports for internal decision-making and external communications.</p>
Emergency Management	<p>Effectively collaborates with emergency services, state agencies, and internal teams to ensure that environmental health risks are identified, communicated, and managed for emergency planning, response, and recovery efforts as they relate to environmental health.</p> <p>Participate in Council's emergency response operations by supporting environmental health functions during incidents (e.g., water quality, waste management, food safety) and community recovery.</p> <p>Provide advice and implement actions to mitigate public health risks in emergencies, including communicable disease outbreaks and natural disasters.</p>	<p>Brings specialist insight into public health hazards and supports the integration of environmental health considerations into broader emergency planning and recovery frameworks. Builds trust and reliability as a technical partner, contributing to well-coordinated, community-focused outcomes.</p> <p>Public health risks are identified and managed in a timely and coordinated manner during emergencies.</p> <p>Environmental Health functions are maintained or restored during emergency events.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	Assist in the development of evidence-based public health resources and procedures for internal use and community resilience.	Clear procedures and resources are in place and accessible to support Council's emergency preparedness and response and recovery.
Climate Change	<p>Contribute environmental health expertise to Council's climate adaptation initiatives, particularly in managing public health risks (e.g., heatwaves, disease vectors, water and air quality).</p> <p>Participate in Council's efforts to monitor and respond to emerging environmental health risks associated with climate change through surveillance, education, and regulation.</p> <p>Participate in interdepartmental and inter-agency efforts that build climate resilience in the community (e.g., heat health planning, mould prevention, disaster preparedness).</p> <p>Support community education and awareness efforts on health-related climate impacts and mitigation behaviours through the creation and delivery of education materials.</p>	<p>Environmental health risks from climate change are identified and addressed through Council's regulatory and public health programs.</p> <p>Environmental health considerations are embedded in Council's adaption and resilience planning efforts.</p> <p>EHO input contributes to practical adaptation strategies that protect community health.</p> <p>Community understanding of health impacts from climate change improves, supporting local resilience.</p>
Represent Council and liaise with external agencies	<p>Work collaboratively with internal and external agencies and stakeholders and multidisciplinary technical experts.</p> <p>Attend Council/Committee meetings as required. Represent Council at meetings and seminars et cetera and serve on community and technical committees and working groups as required. As required, represent Council and provide specialist expert advice at media events.</p> <p>Appear in court to give evidence in prosecutions.</p> <p>Engages with members of the public, business operators, community groups, and government agencies, forming and maintain good relationships, including but not limited to:</p> <ul style="list-style-type: none"> • Community and businesses • Department of Justice • Department of Natural Resources and Environment • Tasmanian Dairy Industry Authority • Department of Health • TasWater • Environment Protection Authority 	<p>Effective collaboration resulting in informed, evidence-based outcomes that reflect shared goals and stakeholder input. Strong partnerships are maintained, and technical expertise is integrated seamlessly into strategic initiatives and decisions.</p> <p>Representation and specialist technical advice on working groups, technical committees, projects and submissions.</p> <p>Maintain accurate notes and evidence and ensure enforcement actions are in alignment with legislative requirements. Attend as required and to a professional standard.</p> <p>Good working relationships are developed and maintained.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> • Tasmania Police • Tasmanian Fire Service • Local Government Association of Tasmania • University Institutions • Environmental Health Australia • Local Governments 	
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(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 this Act; and</p> <p>(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.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	Yes
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> • Community Focussed: considers community/customers in decision making • Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others • Create and Innovate: displays initiative & considers different ideas and perspectives • Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific

<ul style="list-style-type: none"> • Demonstrated ability to interpret and apply comprehensive technical knowledge of all current public and environmental health legislation, guidelines, Australian Standards, by-laws and codes of practice in a compliance setting, coupled with a proven ability to adopt emerging responsibilities within the governing framework.
<ul style="list-style-type: none"> • Strong investigative, problem-solving, and decision-making skills within a regulatory environment, understanding of court practices and procedures and experience in preparing legal reports, and the ability to interpret state legislation, regulation and council by-laws, policies and strategies to provide sound technical advice to influence decision making and outcomes at a Council and community level.
<ul style="list-style-type: none"> • Highly developed interpersonal skills including: <ul style="list-style-type: none"> ○ Written and verbal communication ○ Conflict resolution and negotiation skills ○ Ability to work autonomously and in a team ○ Customer service ○ Problem solving
<ul style="list-style-type: none"> • Demonstrated ability to professionally and autonomously undertake regulation and compliance with diverse client groups that is proactive, and customer orientated, displaying strong interpersonal skills and the ability to make and communicate decisions, manage conflict and influence outcomes, whilst being resilient and flexible.
<ul style="list-style-type: none"> • Demonstrate strong personal management skills to consistently achieve high quality work outputs, the ability to prioritise, meet deadlines and capacity to embrace technological advancements, best practice, and improvements in regulatory methods.
<ul style="list-style-type: none"> • Proven capacity to manage competing priorities and work autonomously in the field with professionalism and sound judgement. Manage and achieve objectives, multi-task and effectively coordinate inputs from stakeholders.
<ul style="list-style-type: none"> • Strong computer skills in a range of specialist software programs and the ability to learn new corporate software programs.
<ul style="list-style-type: none"> • Immunised against Tetanus and Hepatitis B (preferred options). Also preferable to be immunised against Hepatitis A and Whooping Cough
<ul style="list-style-type: none"> • Current driver's licence
<ul style="list-style-type: none"> • Working with Vulnerable people card
<p>QUALIFICATIONS AND EXPERIENCE</p>
<ul style="list-style-type: none"> • Bachelor of Health Science (Environmental Health) or equivalent qualifications to the satisfaction of the Director of Public Health, with the ability to accept authorisations and delegations as an Environmental Health Officer. • Minimum of three year's experience working as an EHO demonstrating proficiency in: <ul style="list-style-type: none"> ○ Assessing of food businesses, environmental nuisances, on-site wastewater treatment systems and other relevant areas of environmental and public health. ○ Applying relevant public health, environmental, and food safety legislation in an operational context. • Professionally, proactively, and autonomously undertake regulation and compliance activities with diverse stakeholders with strong interpersonal skills and the ability to independently make and communicate decisions, manage conflict, and influence outcomes. • Commitment to continuous professional development and contributing to a high-performing team culture.

REPORTING STRUCTURE

Leader	Team Leader Environmental Health
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
City of Launceston staff	Assist/provide advice and direction on technical or legal issues relative to roles and responsibilities.
External	Nature of Relationships
State Government Departments	Provide and seek advice and information and participate in joint investigations.
Contractors	Contract Management
Medical Officer	Service Agreements
Developers: <ul style="list-style-type: none"> • Surveyors • Builders • Plumbers • Architects • Engineers 	Educational, regulatory, advisory and negotiating better outcomes
Food Business and Place of Assembly Operators	Educational, regulatory and advisory
Operators of other businesses (Level 1 under the Environmental Management & Pollution Control Act)	Educational, regulatory and advisory
Operators of other businesses that require a licence/registration/permit under the Public Health Act and Food Act	Educational, regulatory and advisory

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$1,000
Legislative delegations and authorisations	Public Health Act 1997 Food Act 2003 Environmental Management & Pollution Control Act 1994 Litter Act 2007 Local Government Act 1993
Legal action/miscellaneous Appeals	Prepare for and give Expert Witness in Court Assist in prosecutions/appeals

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

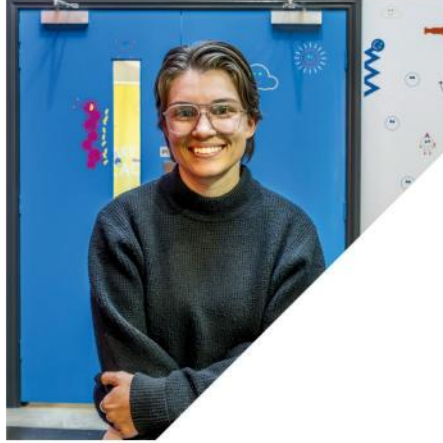
By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



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