

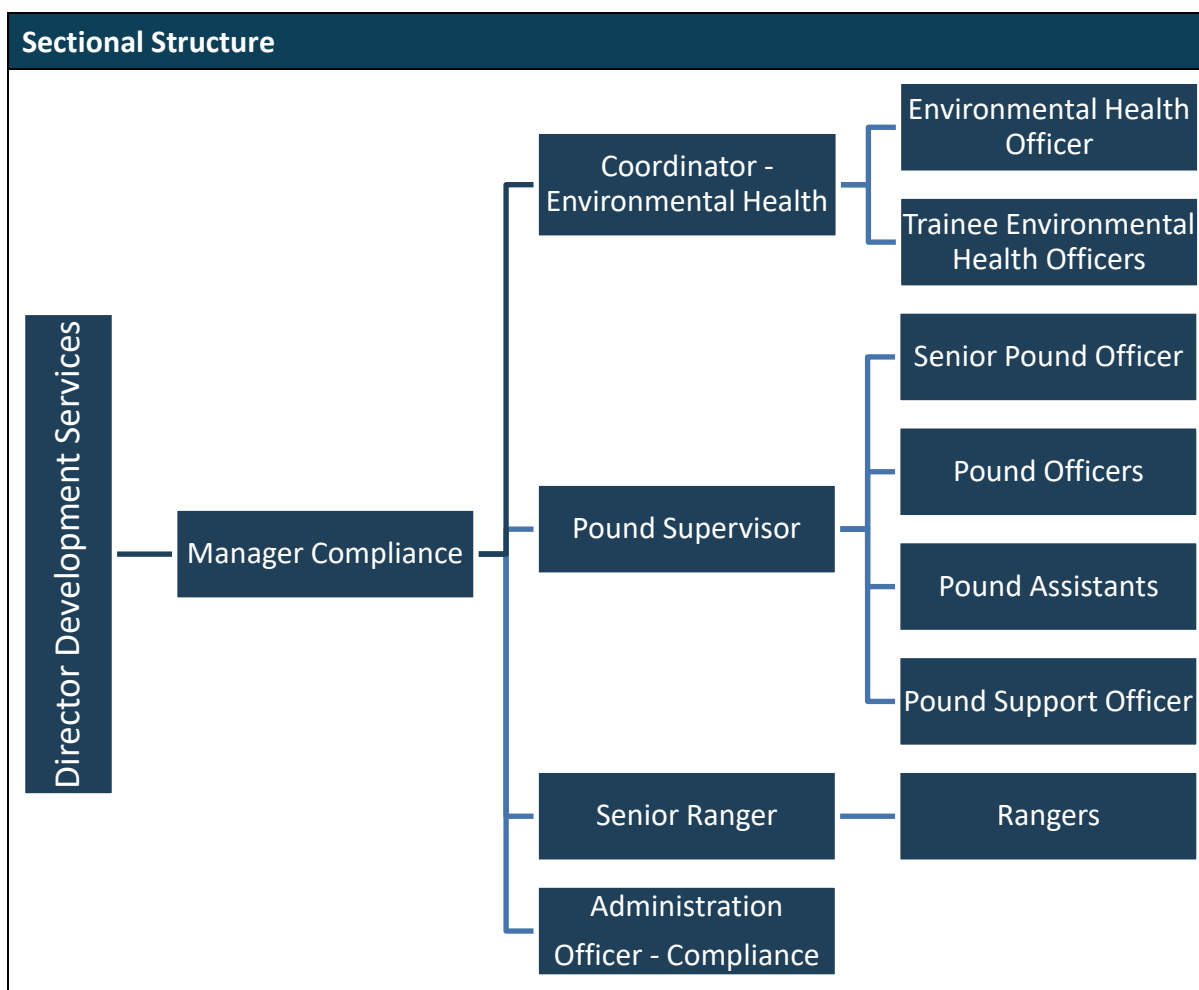
Position Title:	Environmental Health Officer
Position Number:	3072
Division:	Development Services
Section:	Building and Environment
Grade:	9
Delegations:	As allocated in the Delegations Register
Position FTE Hours:	35

Primary Purpose of Position

Administer the provisions of regulatory legislation in the fields of health and environmental control, and provide technical advice for the same.

To be an essential part of the core area and provide efficient customer service by way of carrying out inspections, and responding to requests from internal and external customers.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant degree qualifications in Environmental and Public Health and/or related qualification
- Current driver's licence
- Satisfactory Criminal Records Check

Skills and Experience

- Demonstrated experience in a similar role
- High level communication skills both verbal and written including the capacity to interact with the public while maintaining effective customer service and relationship management
- Effective conflict resolution, problem solving and influencing skills
- High level organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Knowledge of relevant legislation including the Local Government Act 1993, Protection of the Environment Operations Act, Swimming Pool Act, Food Act, Environmental Planning and Assessment Act 1979,
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Perform the regulatory functions and duties of an authorised Environmental Health Officer.
- Review and assess applications to ensure compliance with relevant provisions of the Protection of the Environment Operations Act 1997, The Food Act 2003, Local Government Act and other relevant Legislation, Codes of Practice, Australian Standards and Council Policies.
- Make recommendations for allocated applications or work tasks
- Draft correspondence or reports for allocated matters
- Carry out assessment of Section 68 applications and preparation of approvals
- Carry out inspections and assessment/preparation of approvals for On-Site Waste Management Strategy
- Conduct regulatory inspections, investigations, and assessments and make recommendations for compliance related matters.
- Assist in the development and implementation of policy codes and procedures.
- Liaise, negotiate and give professional advice to clients and their consultants in a proactive and responsive manner.
- Follow up public complaints.
- Liaise with relevant Council staff, other agencies, businesses and property owners/developers to ensure effective co-ordination and co-operation.
- Ensure that matters identified for action are followed up and finalised and that urgent matters are dealt with appropriately.
- Provide responsive feedback to customers on the progress of their requests or complaints.
- Carry out assessment of Development applications for environmental and public health compliance.

- Mentor and assist the Trainee Environmental Health Officer.
- Develop and maintain a professional working relationship with stakeholders including relevant government departments and regional alliances
- Ensure compliance with legislative, statutory and Council Policy
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	Ownership - Demonstrates "Achieves it" • Take responsibility and ownership of work and delivering to quality standards. • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
Relationships	Communicate and Engage - Demonstrates "Achieves it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences Team Work - Demonstrates "Achieves it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity. Encourages an inclusive, supportive and co-operative team environment</i> • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results	Problem Solving - Demonstrates "Achieves it" <i>Think, analyse and consider the broader context to develop practical solutions.</i> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses data and information to draw conclusions based on evidence • Works with others to assess options and identify appropriate solutions Deliver Results - Demonstrates "Achieves it" <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget

Technical

Health, Safety and Environment - Demonstrates "Achieves it"

Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.

- Takes responsibility for working safely, rather than relying on rules and policies
- Speaks up when something is unsafe
- Corrects safety hazards when identified
- Always follows safety procedures
- Reports health, safety and environmental issues and problems

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	