



Information Pack

Environmental Health Officer

Thank you for your interest in applying for the position of Environmental Health Officer with the City of Ballarat.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Benefits of working with the City of Ballarat
- Position description including the 'Key Selection Criteria'
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: www.ballarat.vic.gov.au

For further information about the position or duties involved; please contact Mr Brendan Mayman, Manager Environmental Health, 0353 205647.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

The City of Ballarat is an EEO employer committed to the principles of workplace diversity

The City of Ballarat has a zero tolerance for child abuse and promotes the safety, wellbeing and inclusion of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability.

Employment Details for the Position

Status:	Permanent Full time
Hours:	Normal hours are between 8.15 am to 5:00 pm, with a 45 minute lunch break, Monday to Friday and one Rostered Day Off (RDO) per fortnight.
Location:	The position will be based at the Phoenix, 25 Armstrong Street South, Ballarat
Agreement:	Ballarat City Council Enterprise Agreement No 7, 2016
Classification:	Band 6
Salary:	\$75,391 to \$81,441, per annum plus 9.5% superannuation
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit
Superannuation:	Council will contribute 9.5% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super
Qualifying Period:	This position is subject to an initial six (6) month qualifying period
Annual Leave:	Four (4) weeks annual leave per annum
Sick Leave:	Twelve (12) days sick leave per annum
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances
Pre-Employment Medical:	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position
Psychometric Testing:	The preferred candidate may be required to undertake psychometric testing
Security Checks:	The preferred candidate will be required to undertake a police check at their own cost, or provide a police check that is less than 6 months old. Dependent on the inherent requirements of the position may need to undertake a Working with Children Check.
Professional Development:	Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities

Benefits of working with the City of Ballarat

Working at the City of Ballarat, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs, discounted gym memberships and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Ballarat community, employment opportunities can vary from Administration, Engineering, Planning, Home Care and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

- Salary Sacrifice
- Study Leave
- Wellness Program including discounted gym membership
- Dry Cleaning Services
- Payment of rates through payroll deduction if you are a ratepayer
- 10% discount of purchases from the Art Gallery of Ballarat Gift Shop

Family Friendly and Flexible Working Arrangements

- 13 weeks Paid Maternity Leave
- 2 weeks Paid Paternity leave
- 48/52 arrangements
- Job sharing
- Baby feeding facilities

24 Hours Employee Assistance Program (EAP)

- Converge International is the Council's preferred EAP supplier
- Designed to help employees deal with any work-related or personal problems
- Confidential

Professional Development

- Committed to developing its people by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be non-discriminatory, based on corporate, team and individual needs and developments

Position Description

POSITION: Environmental Health Officer

CLASSIFICATION: Band 6

AGREEMENT: Ballarat City Council Enterprise Agreement No. 7 2016

DIVISION: Infrastructure & Environment

BUSINESS UNIT: Environmental Health

APPROVING MANAGER: Manager Environmental Health

DATE UPDATED: April 2017

NAME OF INCUMBENT: _____

SIGNED: _____

DATED: _____

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The Infrastructure & Environment Division within the City of Ballarat is charged with the development, design and maintenance of the City and contains the functional business units of Environmental Health, Building, Infrastructure Design and Delivery, City Services, Facilities Maintenance, Property Management, Compliance and Parking Enforcement.

From a Health and Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Follow City of Ballarat policies and procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

Environmental Health Unit Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:



2. POSITION OBJECTIVES

- As part of the Environmental Health team, be responsible for providing an efficient program of public and environmental health services with an emphasis on creating an environment that protects public and environmental health while delivering on Council's statutory responsibilities.
- To maintain environmental health standards through planning, monitoring, investigating, preventing and minimising environmental hazards that impact on health and wellbeing.
- Fulfilling the statutory requirements of the Local Government, Public Health & Wellbeing, Food, Tobacco, Environment Protection and Residential Tenancy Acts.
- Actively participate in response and recovery arrangements in Council's Emergency Management role.
- Assist in the development and delivery of environmental health programs.
- As part of the Environmental Health team provide the best possible environment to enhance and promote Council's and the team's business plan.

3. KEY RESPONSIBILITY AREAS

To participate in the planning and implementation of Council's Environmental Health program including:

- Health planning
 - Food safety management
 - Prescribed premises and accommodation management
 - Aquatic facility water monitoring
 - Wastewater management
 - Nuisance prevention and control
 - Emergency management
 - Infectious disease management
 - Tobacco control
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- Provide support to the community and other Council staff as required.
 - Conduct investigations and prepare reports as directed by the Manager Environmental Health
 - Liaise with, provide professional advice and assist in the activities of other agencies and council business units whose work has an impact on public health.
 - Take a proactive approach in maintaining team knowledge & awareness of policies & protocols in respect to Environmental Health practice
 - Participate in the delivery of emergency management and afterhours Environmental health emergency roster.
 - Undertake evidence gathering and utilize to inform the judicious application of duties as an Authorized Officer, and develop prosecution briefs on behalf of Council as and when required.

All Employees and Volunteers

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Environmental Health

Supervises: n/a

Internal Liaisons: Employees of the City of Ballarat
Councillors

External Liaisons: General public and community groups
Department of Human Services
State and Federal Government Departments
Other Municipalities
Municipal Association of Victoria
Registered business proprietors
Analytical Laboratories
Central Highlands Water Authority
Building Surveyors
Developers, builders and their contractors
Registered training organisations
Legal Practitioners
Auditors

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will be accountable to the Manager Environmental Health to ensure that all actions and advice are in accordance with Council Policies and statutory roles and responsibilities.

Under the general direction of the Manager Environmental Health, the incumbent will manage public and environmental health issues of the community through the judicious application of Orders and Directions as appropriate to relevant Acts.

The incumbent will ensure all duties/activities are undertaken in a professional and appropriate manner including those as an authorised officer of Council.

The incumbent will be responsible for operating in accordance with Council policies and delegated authority

6. JUDGEMENT AND DECISION MAKING

- Must be able to apply and use professional knowledge to solve problems in the role of Environmental Health Officer and within the objectives and policies of Council.
- Must be able to apply risk management principles while in the field and use initiative and common sense in making judgements and offering solutions to problems.
- Must be able to interpret and apply relevant legislation and policies.
- Must be able to make sound decisions considering the circumstances, desired outcomes and any anticipated consequences.
- Must utilise discretion in a manner that takes into proper consideration the facts, and the law relating to the particular matter.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Must be in possession of the required statutory qualification.
- Have a sound understanding of all relevant legislation (including Public Health & Wellbeing Act, Food Act, Tobacco Act, Environmental Protection Act and associated Regulations and Australian Standards).

Possess an ability to operate technical equipment, such as that used in:

- field survey work;
 - food and/or microbiological sampling;
 - pool and water testing; and,
 - soil analysis.
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- Possess a sound understanding of governance as it relates to the authority and responsibility of an Authorised Officer.
 - Possess a sound understanding of investigatory techniques and evidence management.

8. MANAGEMENT SKILLS

- Must be self-starter, able to work both independently and as an integral member of a team.
- Demonstrate ability to empower team members through effective peer leadership to achieve day to day service provision and long-term position description objectives.
- Must be self-motivating, innovative, pragmatic and accepting of change.
- Ability to manage work, set priorities and achieve objectives within desired time frames.

9. INTERPERSONAL SKILLS

- Must possess well developed conflict prevention and resolution skills.
- Must possess excellent written and verbal communication skills and can draw on them during difficult and stressful situations.
- Must be patient and tactful in interactions with community and staff of the Council
- Possess ability to relate to people of all levels and cultures and engage them in a cooperative, reasonable and genuine manner.
- Must consistently work in, and contribute to, team development activities.
- Must accept responsibility for the development, implementation and management of special projects or activities as required.
- Must represent the City of Ballarat favourably to the community through professional standards of personal presentation and practice, as well as the provision of advice and service in accordance with Council's policies and standards.

10. QUALIFICATIONS AND EXPERIENCE

- Bachelor of Health Science or equivalent gazetted qualification necessary for the appointment as Environmental Health Officer under the Public Health & Wellbeing Act 2008.
- Experience as an Environmental Health Officer in local or state government.
- Current Victorian Drivers Licence.

11. KEY SELECTION CRITERIA

- Hold a Bachelor of Health Science or equivalent gazetted qualification necessary for the appointment as Environmental Health Officer under the Public Health and Wellbeing Act 2008.
- Have demonstrated experience as an Environmental Health Officer in a government role with a sound understanding of all relevant legislation and its application.
- Demonstrated ability to employ good judgement and utilise discretion and experience to make sound evidence based decisions.
- Possess excellent written and verbal communications skills with well-developed conflict prevention and resolution skills.
- Must be able to consistently work with, and contribute to, team initiatives to achieve outcomes.
- Be self-motivated, proactive and innovative in the delivery of environmental health programs.
- Possess a current driver's licence.

How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

Addressing Key Selection Criteria

The Key Selection Criteria are listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include;
 - Application Cover Sheet
 - A covering letter
 - A document addressing the key selection criteria
 - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: applications@ballarat.vic.gov.au.

Applications close: **Friday 12 May 2017 at 5.00pm**

Please Note: Late Applications cannot be accepted.



Application Cover Sheet

Position Applied for: _____

Note: Applicants are required to respond to the Key Selection Criteria in their applications

Full Name: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email Address: _____

Phone: _____ Mobile: _____ Other: _____

Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached <u>Professional Referees</u> form?	Y/N
Have you read and understood the <u>Position Description</u> ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement?

Where did you see this position advertised?

Are you?

A current employee of the City of Ballarat?	Y/N	
A past employee of the City of Ballarat?	Y/N	Year employment ended: _____

****** Don't forget to attach your Resume and address the Key Selection Criteria ******

Right to Work

Please note that in order to work at the City of Ballarat, you must have the legal right or be in the process to obtain permission to work in Australia. If you do not currently have that right, you may apply for this position and the Council may be able to assist you in obtaining that right; however the Council offers no guarantee of such assistance.

Are you an Australian citizen? Yes No

If No, please tick appropriate evidence and attach to your application:

- ☐ Certificate of evidence of resident status
- ☐ Valid visa with work right

PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company and Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the City of Ballarat not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the *Privacy and Data Protection Act 2014*, including the provision of access to that information.

Name of Applicant

Signature

Date