

# Position Description

## Senior Environmental Health Officer



D01949999 – February 2024

### DETAILS

Team	Environmental Health
Department	Health, Building and Regulatory Services
Division	City Planning
Supervisor	Coordinator Environmental Health
Direct Reports	NA
Grade	16
Delegation of Authority	Delegation to issue correspondence, notices, orders, penalty notices; undertake inspections of premises and implement Councils regulatory, environmental and public health functions and services in accordance with the delegation of authority from Council's General Manager.
Budget	NA
City Plan Directions	6c: The safety of our community is paramount and is acknowledged and supported through proactive policies, programs and strategies.

### PURPOSE

To provide quality, customer focused and professional environmental health, public health and protection of environment services.

### KEY ACCOUNTABILITIES

1. Effectively and efficiently implement Council's regulatory environmental health, public health, safety and protection of the environment services.
2. Investigate, assess, determine and resolve customer action requests and enquiries of a complex nature related to public and environmental health, in a timely, customer focused and professional manner.
3. Exercise delegated authority, act as an authorised officer, issue notices, orders, directions and penalty infringements and undertake enforcement responsibilities for environmental health, safety and protection of the environment under the *Local Government Act 1993*, *Food Act 2003*, *Public Health Act 2010*, *Environmental Planning & Assessment Act 1979* and the *Protection of the Environment Operations Act 1997* and other relevant legislation in accordance with the instrument of delegation from the General Manager.



**INTEGRITY – CUSTOMER FOCUS – ACCOUNTABILITY – RESPECT – EXCELLENCE**

4. Implementation of quality inspection programs for food premises, hairdresser's salons, skin penetration premises, shared accommodation, legionella control systems, public swimming pools, other health related premises and activities.
5. Effectively manage a caseload of complex and/or contentious or specialist regulatory environmental and public health activities and programs.
6. Assessment and determination of various types of applications, certificates and other approvals and provision of advice, in relation to environmental health, food safety, public health and safety.
7. Implementation of environmental health, food safety, pollution control and environmental health strategies and programs, for the community, staff and target groups.
8. Preparation of reports, information and documentation to the Coordinator, Manager, Directors, Committees, Council, on behalf of the Manager and Director.
9. Represent Council on various internal and external committees, working groups and organisations.
10. Appear as an expert witness in the Land and Environment Court and Local Court and preparation of statements of evidence, where required.
11. Participate in Council's 'After Hours' Service and undertake inspections outside of business hours, in relation to emergencies, urgent and specific environmental and public health matters and incidents, as required by the manager.
12. Demonstrates Council's ICARE values in all activities, tasks, services and projects undertaken.
13. Contribute positively to the effective operation of the department and provision of quality environmental health services and undertake any other duties as may be requested for the effective operation of the department.

## KNOWLEDGE, SKILLS AND ABILITIES

### ESSENTIAL

1. Tertiary qualifications, in environmental health and/or related discipline.
2. Knowledge and understanding of local government regulatory environmental health, public health, food safety, pollution control and protection of the environment functions and services.
3. Sound knowledge of the *Food Act 2003*, *Public Health Act 2010*, *Environmental Planning & Assessment Act 1979*, *the Protection of the Environment Operations Act 1997* and *Local Government Act 1993*.
4. Ability to communicate effectively with people at all levels to establish and maintain interpersonal relationships and work effectively in a team.
5. Ability to thoroughly assess and determine regulatory matters, negotiate and develop solutions to achieve satisfactory outcomes.
6. Ability to exercise delegation of authority and to operate effectively with limited direct supervision.
7. High quality communication and report writing skills.
8. Demonstrated customer service skills.
9. Demonstrated computer literacy skills.
10. Holds a valid Class C motor vehicle licence at all times.
11. Knowledge and commitment to EEO, WH&S and the principles for a culturally diverse society.
12. Commitment to ethics, probity and transparency in decision making.

### DESIRABLE

1. Experience in the development and implementation of local government environmental health, food safety and protection of the environment inspections programs and strategies.

2. Experience in the assessment of applications in relation to environmental health, public health, food safety and land contamination.
3. Mediation, negotiation and conflict resolution skills
4. Understanding and use of Microsoft software programs and Council property type information and land management systems.
5. Experience in preparation of statements and evidence for Court matters and representing Council in Court.

## CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
WHS General Construction Induction (White) card	YES
Good driving record or possession of a driving licence required	YES
Specify licence type:        C Class	YES
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	YES
Record keeping responsibilities	YES

### **Delegations**

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

### **Code of Conduct**

All staff are required to adhere to the Code of Conduct.

### **Workplace Health and Safety**

All staff are required to adhere to Councils Workplace Health and Safety Policy

### **Equal Employment Opportunity**

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

### **Recordkeeping Responsibilities**

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.