

POSITION DESCRIPTION

Environmental Health Officer

Position Number	CRS3	Date Effective	27/11/2023
Level	7	Agreement / Award	LGIA2020 (state)
Business Unit	Governance (Office of the CEO)		
Responsible To	Chief Executive Officer		

1. OBJECTIVES OF POSITION

The key objectives of this position are:

- 1.1 Deliver routine regulatory and non-regulatory environmental and public health services to protect and prevent risks to the community.
- 1.2 Provide advice on public health matters to internal and external stakeholders.
- 1.3 Ensure compliance with, but not limited to, the Food Act, Health (Miscellaneous Provisions) Act, Public Health Act and Environmental Protections Act, along with subsidiary regulations and Health Local Laws.
- 1.4 Develop and implement operational and strategic management plans for Environmental Health
- 1.5 Achieve positive work outcomes that are consistent with both the Shire of Boyup Brook Strategic Community Plan and Corporate Business Plan.

2. REQUIREMENTS OF THE POSITION

2.1 SKILLS

- 2.1.1 The ability to utilise information technology programs and applications relevant to the position.
- 2.1.2 Advanced time management and organisation skills.
- 2.1.3 Ability to interpret and apply legislation and policies in a practical manner.
- 2.1.4 Well developed communication and interpersonal skills.
- 2.1.5 High level conflict resolution, negotiation and decision making skills.
- 2.1.6 Ability to identify typical hazards and risks within all aspects of the role and take the appropriate actions in accordance with procedures.

2.2 KNOWLEDGE

- 2.2.1 Comprehensive knowledge of environmental and public health related principles, legislation, standards, policies, procedures and practices.
- 2.2.2 Working knowledge of planning and building approval processes.
- 2.2.3 Sound knowledge of Local Government practices and procedures.

2.3 EXPERIENCE

- 2.3.1 Desirable - 3 - 5 years working in a similar role.
- 2.3.2 Highly desirable – Experience working for local government.

2.4 QUALIFICATIONS AND/OR TRAINING

- 2.4.1 Bachelor of Applied Science (Environmental Health) or other relevant tertiary qualifications.
- 2.4.2 Hold a current “C” class Motor Drivers Licence.

2.4.3 White Card Construction Safety Awareness is highly desirable.

3. KEY RESPONSIBILITIES

3.1 PUBLIC & ENVIRONMENTAL HEALTH

3.1.1 Manage and monitor environmental health responsibilities within allocated geographical area to ensure legislative requirements including inspection performance targets are met.

3.1.2 Undertake investigations, inspections and /or sampling of designated premises within the Shire to assess potential environmental health risks and implement relative controls to prevent and/or manage risks in line with legislative requirements.

3.1.3 Undertake assessment on health applications and licenses to ensure dwellings, buildings and activities held within the Shire are compliant with relevant health standards through licencing and provide approval of various functions.

Applications may include:

- Food business registration / notification
- Building licence referrals
- Risk Management Plans (large scale events)
- Effluent disposal systems
- Development approval referrals
- Public building approvals
- Events requiring Environmental Health approval
- Food premises fit out
- Hair dressing, massage, skin penetration establishments etc.
- Liquor licencing, new, extensions
- Accommodation
- Other miscellaneous applications.

3.1.4 Undertake enforcement activities where required, including preparing notices, prohibition orders, infringement notices, work orders, documentation and reports for Council action, compile brief of evidence for prosecutions and act as expert witness on behalf of Council where required.

3.1.5 Provide specialist environmental health information, advice, reports and recommendations.

3.1.6 Remain up to date and abreast of current environmental health industry trends and apply changes to operational practice.

3.1.7 Assist in the development, implementation and review of public health plans, policies, local laws, guidelines and processes.

3.2 FINANCIAL MANAGEMENT

3.2.1 Contribute toward the ongoing development, review and implementation of the Shire's Strategic Plan.

3.3 CUSTOMER SERVICE

3.3.1 Ensure information provision relevant to environmental and public health is accurate and provided in a timely manner to provide a quality service to all stakeholders including but not limited to the following:

- Application and licence assessments
- Inspection risk assessments
- Investigation findings
- Complaints
- General environmental health matters relating to legislative, code of practices and local laws.

3.3.2 Provide customer advice on Environmental Health matters

3.4 ALL WORKERS

Workers have a responsibility to:

3.4.1 Participate in the development of a safe and healthy workplace.

- 3.4.2 Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- 3.4.3 Co-operate with management in its fulfilment of its legislative obligations.
- 3.4.4 Take reasonable care to ensure their own safety and that of others, and to abide by their duty of care provided for in the legislation.
- 3.4.5 To report any injury, hazard or illness immediately, where practical to their supervisor.
- 3.4.6 Not place others at risk by any act or omission.
- 3.4.7 Not wilfully or recklessly interfere with safety equipment.

3.5 OTHER DUTIES

- 3.5.1 Any other duties as reasonably requested by the Chief Executive Officer.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Responsible to: Chief Executive Officer

4.2 Supervision of: NIL

4.3 INTERNAL AND EXTERNAL LIAISON

4.3.1 INTERNAL

- Chief Executive Officer
- All Shire staff

4.3.2 EXTERNAL

- General public and community groups
- Various professional bodies and government agencies

5. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Reference checks

6. EXTENT OF AUTHORITY

6.1 Works under limited direct supervision with work outcomes monitored by the Chief Executive Officer. Delegated authority to enforce but not limited to:

- *Local Government Act 1995*
- *Public Health Act 2016*
- *Health (Miscellaneous Provisions) Act 1911*
- *Environmental Protection Act 1986*
- *Food Act 2008*
- *Litter Act 1979*
- *Caravan and Camping Grounds Act 1995*

6.2 Free to act within established guidelines and may exercise judgment in some circumstances.

6.3 Contributes to the team decision making process.

6.4 Authority to answer queries in relation to Acts, Regulations, Local Laws and general Environmental Health matters.

7. SELECTION CRITERIA

The skills, experience, qualifications and attributes needed to do this job

Qualifications and/or training and/or licences	Essential	Desirable
Bachelor of Applied Science (Environmental Health) or other qualifications acceptable as an Authorised Officer in accordance with Section 18 of the <i>Public Health Act 2016</i>	✓	
White Card Construction Safety Awareness		✓
C class Motor Driver's Licence	✓	
National Police Certificate not more than three months old	✓	
You must be eligible to work in Australia	✓	
Experience and knowledge	Essential	Desirable
Knowledge of environmental and public health related principles, legislation, standards, policies, procedures and practices.	✓	
Knowledge of Local Government		✓
Working knowledge of the local community		✓
Skills and attributes	Essential	Desirable
Sound computer skills	✓	
Proven ability to work both as a member of a team and under limited supervision.	✓	
Strong customer focus and commitment	✓	
Well-developed time management and organisational skills	✓	
Communication skills to enable liaison internally and with members of the public	✓	

8. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

9. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

10. GENERAL TERMS OF APPOINTMENT

- 10.1 All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
- 10.2 Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- 10.3 The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.

10.4 Normal working hours are as per contract.

11. CERTIFICATION

As Chief Executive Officer (CEO), confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Chief Executive Officer	
Date	