

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Environmental Health Officer
Position Number	157
Department	Corporate & Community
Section/ Stream/ Unit	Planning & Environment / Environment
Classification	Level 5 – 6, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Environment Stream Leader

POSITION OBJECTIVES

The Environmental Health Officer will be responsible for undertaking functions of an Authorised Person under all relevant Acts and Council's Local Laws to maintain a high standard of health, environment, and regulatory services for the community.

KEY RESPONSIBILITIES

- Exercise the powers and functions in administration, investigation, and enforcement of environmental, public health and food standards.
- Conduct inspections / audits of licensed and registered premises to assist in the management of Council's Local Laws and Policies.
- Provide appropriate support to the Compliance function regarding Council Local Laws and Policies, when required.
- Assist with the management of Council's waste collection services.
- Assist with the management and supervision of Council's landfills and landfill operators, inclusive of contract reviews and performance management.
- Liaise with contractors when they are engaged from time to time.
- Provide detailed assessments of development approvals relevant to environmental health matters.
- Participate in health promotional activities.
- Prepare reports on environmental health matters for Council and other officers, drafting correspondence and managing day-to-day administration to meet compliance with Council's standards.
- Provide preliminary work-up for annual budget review, and assist with determining cash flow for the annual budget.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Experience in a similar role, with a high level of interpersonal skills.
- The ability to exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and autonomy.
- Demonstrated experience in project management, with the ability to undertake responsibility and coordination of moderately complex projects.
- Excellent investigation and evidence gathering skills, report writing and computer literacy skills.
- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Excellent technical judgement in delivering effective and efficient Environmental Health services.

- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Strong attention to detail and ability to perform work with a high level of accuracy.
- Demonstrated numeracy, written and verbal communication skills including the ability to provide expert multi-disciplinary advice to lower classified officers.
- High level of interpersonal skills and the ability to contribute to a cohesive team environment, and maintain positive relationships with internal and external stakeholders.
- Provide and maintain a high standard of customer service.
- High level of proficiency in the use of Microsoft Office Suite, and Council's information management systems, or ability to rapidly acquire it.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to Environmental Health.
- Excellent understanding of State Government Acts and Regulations, Council Local Laws, Standards and Codes relating to Environmental Health.

Qualifications, Training and Licences

- A tertiary qualification in Applied Science – Environmental Health, Health Science or other relevant qualifications as approved by the General Manager or Planning & Environment Manager, and in accordance with Environmental Health Australia Guidelines.
- Work Safe in the Construction Industry Certificate (white card)
- Unrestricted drivers' licence – 'C' class is essential.
- Pest Management Technician Licence (desirable).

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with Procedures, Policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

RISK MANAGEMENT

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.