

# POSITION DESCRIPTION

## Environmental Health Technical Officer

<b>TENURE</b>	Part Time	<b>LEVEL</b>	6
<b>AWARD</b>	Local Government Industry Award (2020) -Industrial Agreement		
<b>DIVISION</b>	Development Services		

### POSITION OBJECTIVES

This position is responsible for assisting in the implementation, maintenance and the delivery of public health, environmental health services, including inspections, investigations and administrative functions, under supervision and delegation as appropriate.

### KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
<b>Environmental Health Services</b>	<ul style="list-style-type: none"> <li>• Coordination and implementation of potable water, bore water and aquatic facilities sampling programs.</li> <li>• Coordinating and implementing food sampling programs.</li> <li>• Conduct low risk inspections including public buildings, lodging houses, caravan parks and low risk food premises in accordance with relevant legislation.</li> <li>• Conduct assessments and processing of onsite effluent disposal applications, including site inspections and preparation of recommendations for review and determination by the PEHO</li> <li>• Conduct assessments and processing of temporary food vendor applications.</li> <li>• Initial assessment of complaints in relation to community noise, pests, smoke, litter, illegal discharges, asbestos and other environmental health related matters as they arise.</li> <li>• Provide verbal and written advice and information on environmental health issues to owners of businesses, the community, and government departments in accordance with good customer service practices.</li> <li>• Providing support, education and information on a broad range of environmental health issues.</li> <li>• Assisting with the development and delivery of health promotion material</li> <li>• Conduct, follow-up activities and data collection infectious disease notifications in accordance with Department of Health and Shire procedures</li> </ul>

<b>Administration, Record Keeping &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Maintain accurate, timely and compliant records in accordance with the Shire’s records management policies and statutory requirements.</li> <li>• Prepare routine correspondence, inspection records and reports for review by the PEHO and management.</li> <li>• Assist in the preparation of reports and briefing notes to Council, management or external agencies as required.</li> <li>• Contribute to the development, review and improvement of operational procedures, work instructions and guidelines.</li> <li>• Ensure systems and documentation support effective service delivery and regulatory compliance.</li> </ul>
<b>Communication and Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide courteous and professional advice and information to customers, stakeholders and the community on environmental health matters within delegated authority.</li> <li>• Liaise with internal departments to support a coordinated approach to community health and regulatory compliance.</li> <li>• Refer complex, sensitive or enforcement-related matters to the Environmental Health Officer as required.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other duties as directed by the PEHO or authorised Executive Management, consistent with the level and responsibilities of the position.</li> </ul>

## EXTENT OF AUTHORITY

- Operates under the supervision and direction of the Principal Environmental Health Officer.
- Exercises authority in accordance with approved delegations, policies, procedures and applicable legislation.
- Does not make final statutory determinations or enforcement decisions unless formally delegated.

## ORGANISATIONAL RELATIONSHIPS

<b>Responsible to:</b>	Principal Environmental Health Officer Executive Manager Development Services
<b>Number of staff positions supervised directly:</b>	0
<b>Number of staff positions supervised indirectly:</b>	0
<b>INTERNAL</b>	<b>EXTERNAL</b>
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

## CORPORATE ACCOUNTABILITY

- Actively support and work towards achieving the Shire’s Community Vision and Strategic Community Plan.
- Demonstrate professional behaviour aligned with the Shire’s values and Customer Service Charter.
- Contribute to a positive, respectful and inclusive workplace culture.
- Comply with the Code of Conduct, policies, procedures and lawful management directions.
- Identify and appropriately manage conflicts of interest.
- Maintain confidentiality and exercise discretion when dealing with sensitive information.
- Use the Shire’s resources responsibly and achieve value for money

## WORK HEALTH AND SAFETY

- Take reasonable care for own health and safety and that of others.
- Identify, report and assist in managing workplace hazards.
- Use equipment, vehicles and resources safely and in accordance with instructions and training.
- Comply with all workplace health and safety requirements and procedures.

# SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Relevant qualification, diploma or tertiary study in environmental health, public health, environmental science or a related discipline, or demonstrated equivalent experience.	✓	
Current 'C' Class Driver's License	✓	
Experience working in a regulatory, compliance or environmental health support role, preferably within a local government environment.		✓
Current National Police Clearance (within 3 months of application)	✓	
Progress toward eligibility for appointment as an Environmental Health Officer under the Public Health Act 2016.		✓
Previous experience assisting with environmental health inspections, monitoring or investigations in local government.		✓
Appointment or eligibility for appointment as an authorised officer (where required).		✓
SKILLS, KNOWLEDGE & ATTRIBUTES	ESSENTIAL	DESIRABLE
Working knowledge of relevant environmental health and public health legislation and regulatory processes.	✓	
Strong organisational and time-management skills with the ability to manage competing priorities.	✓	
Well-developed written and verbal communication skills, including report writing.	✓	
Sound computer skills, including the Microsoft Office suite and the ability to use corporate systems.	✓	
Ability to work effectively within a team environment and demonstrate initiative, accountability and a positive attitude.	✓	
Good interpersonal skills and the ability to engage respectfully with customers and stakeholders.	✓	
Understanding of Work Health and Safety and Equal Opportunity principles		✓
Knowledge of local government structures, functions and governance frameworks.		✓
Familiarity with records management systems used in local government (e.g. Synergy and Council First).		✓