

POSITION DESCRIPTION

Environmental Health Officer

TENURE	Part Time	LEVEL	8
AWARD	Local Government Industry Award (2020) -Industrial Agreement		
DIVISION	Development Services		

POSITION OBJECTIVES

To deliver professional, customer-focused environmental health services that protect and enhance public health outcomes across the Shire of Chittering. The position is responsible for administering and enforcing relevant public health and environmental legislation, providing expert advice, responding to public health risks, and contributing to Council’s strategic and regulatory objectives.

KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Environmental Health Services	<ul style="list-style-type: none"> Administer, regulate and enforce compliance with relevant environmental health and public health legislation, regulations, local laws and Council policies, including but not limited to the Public Health Act 2016, Food Act 2008, Environmental Protection Act 1986, Health (Miscellaneous Provisions) Act 1911, and Caravan Parks and Camping Grounds Act 1995. Conduct risk-based inspections, audits and surveillance of food premises, public buildings, caravan parks, swimming pools and other regulated facilities. Undertake food sampling, environmental monitoring and follow-up inspections to ensure compliance with legislative standards, including the Australia New Zealand Food Standards Code. Investigate complaints and incidents relating to public health nuisances, environmental hazards, statutory compliance and noise, and provide directions, recommendations or enforcement actions as appropriate. Investigate and manage infectious disease notifications and public health incidents in accordance with legislative requirements and Department of Health protocols. Process applications for on-site effluent disposal systems, including site assessments and issuing determinations. Assess and process applications for temporary food vendors, events and other regulated activities. Inspect public swimming pools and spa facilities and undertake routine water sampling and monitoring.

Advice, Risk Management and Service Improvement	<ul style="list-style-type: none"> • Provide expert advice to internal stakeholders, applicants and members of the public on environmental health, regulatory requirements and public health risk management. • Contribute to proactive public health initiatives, education and prevention strategies to improve community health outcomes. • Identify emerging public health risks and contribute to continuous improvement of services, practices and procedures. • Support strategic planning and delivery of Council's public health objectives and regulatory responsibilities.
Administration, Record Keeping & Reporting	<ul style="list-style-type: none"> • Deliver a high standard of customer service by responding to enquiries and complaints professionally, empathetically and in a timely manner. • Maintain accurate, complete and contemporaneous records in accordance with the State Records Act 2000, Council policies and statutory requirements. • Prepare written reports, correspondence, notices and briefing documentation for Council, Executive Management and internal stakeholders as required. • Contribute to departmental business plans, performance measures and key performance indicators. • Utilise Council systems and technology effectively, including regulatory and records management systems.
Communication and Customer Service	<ul style="list-style-type: none"> • Provide courteous and professional advice and information to customers, stakeholders and the community on environmental health matters within delegated authority. • Liaise with internal departments to support a coordinated approach to community health and regulatory compliance. • Refer complex, sensitive or enforcement-related matters to the Principal Environmental Health Officer as required.
Other Duties	<ul style="list-style-type: none"> • Work collaboratively with colleagues to support a positive, respectful and productive team environment. • Undertake other reasonable duties consistent with the responsibilities of the position as directed by the Principal Environmental Health Officer or Executive Management.

EXTENT OF AUTHORITY

The position operates with a high degree of professional autonomy under the general direction of the Principal Environmental Health Officer and the Executive Manager Development Services. The role exercises delegated authority to make regulatory decisions, issue notices and directions, provide expert advice, and carry out statutory functions in accordance with legislation, Council policies, procedures and approved delegations.

ORGANISATIONAL RELATIONSHIPS

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

CORPORATE ACCOUNTABILITY

- Support and work towards achieving the Shire’s Community Vision and Strategic Community Plan.
- Behave in a professional and ethical manner that reflects the Shire’s values and commitment to quality customer service.
- Comply with the Shire’s Code of Conduct, policies, procedures and management directives.
- Foster a positive, inclusive and respectful work culture based on accountability, teamwork and cooperation.
- Maintain confidentiality and exercise discretion in the handling of sensitive information.
- Ensure the effective and responsible use of Council resources.
- Avoid conflicts of interest and comply with statutory and ethical obligations.

WORK HEALTH AND SAFETY

- Take responsibility for maintaining a safe working environment by identifying, reporting and managing hazards.
- Comply with all workplace health and safety legislation, policies and procedures.
- Use equipment, tools and resources safely and in accordance with manufacturer and Council requirements.
- Act to protect the public, the environment, Council assets and colleagues from injury, loss or damage.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications and eligibility for appointment as an Environmental Health Officer in accordance with Section 18 of the Public Health Act 2016.	✓	
Eligibility for appointment as an Authorised Person and Noise Inspector under the Environmental Protection Act 1986.	✓	
Current 'C' Class Driver's License	✓	
Current National Police Clearance (within 3 months of application)	✓	
Demonstrated experience working as an Environmental Health Officer, preferably within a local government environment		✓
SKILLS, KNOWLEDGE & ATTRIBUTES	ESSENTIAL	DESIRABLE
Sound knowledge and understanding of environmental health and public health legislation relevant to local government.	✓	
Well-developed inspection, investigation and enforcement skills, including sound professional judgement.	✓	
High-level verbal and written communication skills, including the ability to prepare clear reports and correspondence.	✓	
Strong organisational, time management and prioritisation skills.	✓	
Well-developed interpersonal, negotiation and conflict-resolution skills.	✓	
Demonstrated ability to work autonomously and as part of a collaborative team.	✓	
Proficiency in the use of computer applications, including Microsoft Office and regulatory systems.	✓	
Knowledge of work health and safety and equal opportunity legislation.		✓
Knowledge of local government structures, governance frameworks and decision-making processes.		✓