



Job and Person Specification

Position: Environmental Health Officer
Department: Development Services
Reports to: Development Services Coordinator
No of Direct Reports: Nil
Award / Level: Professional
Incumbent:
Date Appointed:

Position Objectives
<p>The Environmental Health Officer will meet statutory and service obligations relating to administration of the Council’s responsibilities for the provision of public health and environmental management services.</p> <p>Key to the position is a strong customer service focus with excellent communication skills; building strong working relationships within the organisation as well as the wider community and actively participating in initiatives to streamline and improve Council processes.</p> <p>The incumbent will undertake investigation and research into public health, environmental management and By-Law matters. Identification and responding to emerging trends, observations and reports including implementing statutory and allied processes for determining and enforcing compliance.</p> <p>The position operates in a challenging environment, requiring constant communication and transfer of knowledge and understanding to those seeking assistance, meeting customer expectations and response to regulatory services outcomes. As with any compliance environment, there is a requirement for diplomacy in communicating and enforcing the law, determining applications, and intervening in disputes.</p> <p>The position requires adherence to our organisational values of “Working as a team with open and honest communication; we act with integrity whilst showing respect and being positive and proactive in our actions.” which form part of our Staff Code of Conduct.</p>

Key Result Area	Key Tasks	Performance Indicators
Administration	<ul style="list-style-type: none"> Contribute to the preparation of the Annual Report and Annual Plan regarding public health matters for presentation to Council. 	Contribution is prepared to acceptable standard and on time.

Legislative	<ul style="list-style-type: none"> • Assess and monitor compliance for all activities and premises within the public health and environmental management responsibility of the Council and to enforce compliance with the requirements of relevant legislation, By-Laws and policies. • Make decisions within the scope of any applicable authority or delegation, including but not limited to: <ul style="list-style-type: none"> a) The roles and functions of an authorised officer under the <i>Food Act 2003</i>. b) The roles and functions of an authorised officer under the <i>Public Health Act 1997</i>. c) The roles and functions of a council officer in accordance with the <i>Environmental Management and Pollution Control Act 1993</i>. d) The roles and functions of an authorised person under the <i>Local Government Act 1993</i> in relation to a statutory nuisance. e) The roles and functions of an authorised officer if appointed under a Break O’Day Council Environmental By-Law • Draft and issue Statutory Notices, obtain sound legal evidence and institute legal proceedings in accordance with legislation relevant to this position in accordance with Council’s Compliance Policy. • To assist activities associated with adaptation and mitigation in response to greenhouse gas and climate change matters. 	<p>Ensure all inspections are carried out in accordance with legislative obligations.</p> <p>Assessments are undertaken in a timely and accurate manner.</p> <p>Plans are assessed promptly and accurately.</p> <p>All decisions are made in accordance with Council’s Compliance Policy.</p>
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Key Result Area	Key Tasks	Performance Indicators
Education	<ul style="list-style-type: none"> • Contribute to maintenance, enhancement and promotion of Environmental Health standards to meet Council and community expectations, including participation in public health awareness, education and promotion programs for commercial operators and area residents and liaison with schools and community groups to ensure dissemination of public health information and services. 	Community is educated regarding any legislative changes including emerging environmental health trends

Customer Service	<ul style="list-style-type: none"> • Provide a high standard of technical advice, consultation, information and recommendation in accordance with Council’s Customer Service Charter. • Investigate and resolve complaints lodged by the public using an appropriate level of tact and discretion relating to all environmental matters. 	Provide timely and accurate advice as required.
General	<ul style="list-style-type: none"> • Apply a high standard of oral communication, report writing and presentation skills. • To Implement the school-based immunisation program • Provide specialist advice regarding Environmental Health matters relative to other sections within Council. • Provide assistance with monitoring and achieving environmental compliance with Council’s activities ensuring our legislative obligations are met • Assist activities associated with adaptation and mitigation in response to greenhouse gas and climate change matters. • Investigate and resolve complaints relating to defective and malfunctioning septic tank systems, issue notices and take appropriate legal action where necessary. • Provide expert advice, conduct on site assessments and determine the suitability of septic tank and wastewater treatment system proposals and issue relevant consent in accordance with relevant legislation and Australian Standards. 	Written communication, assessments, reporting and activities associated with the position meet legislative requirements.
Legislation and Council Policies	<ul style="list-style-type: none"> • Be aware of and ensure a thorough understanding of all relevant Council Policies and Procedures. • Understand the requirements to ensure compliance with any occupational specific legislation. 	Compliance with policies, procedures and legislative requirements.
Work Health and Safety	<ul style="list-style-type: none"> • Work in accordance with WHS legislative requirements at all times. • Participate in work health and safety training. • Report incidents/accidents to Risk & Safety Coordinator. 	Compliance with relevant WHS legislation

Risk Management	<ul style="list-style-type: none"> Contribute and participate in risk management processes as outlined in the BODC Risk Management Framework. 	Risk management responsibilities are understood and complied with.
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Selection Criteria/Person Specification		
QUALIFICATIONS/EXPERIENCE	<ul style="list-style-type: none"> The position is a professional role providing opportunity for a person holding a recognised tertiary qualification and the applicable accreditation in public and environmental health. Sound knowledge and understanding of the Legislative framework within which Council operates and the capacity to quickly identify and respond to those requirements. Demonstrated highly developed skills in the utilisation of computer systems incorporating Word, Excel and Outlook, an understanding of records management systems. Knowledge of TRIM (Records Management System) and skills in PropertyWise and Mapinfo (GIS Information System) an advantage but not essential. 	
KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> Apply and extend prior learning to consolidate and build on professional and organisational skills in relation to the interpretation and application of complex policy and legislative processes and for the provision of advice, recommendations and guidance to other staff and members of the community. Ability to negotiate and resolve disputes and conflicts in accordance with Council's Compliance Policy. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Work effectively within a team focused on outcomes, values and quality service. Actively participate in team priorities and projects. Ability to multi-task and prioritise work activities to meet deadlines Be self-motivated and having the ability to work efficiently under limited direction or as part of a team 	
Other Specifications		
DELEGATIONS & AUTHORITY	<ul style="list-style-type: none"> As determined by Council's delegation register. 	
JOB REQUIREMENTS	<ul style="list-style-type: none"> Drivers licence essential. 	
EEO	Ability to clearly understand and adhere to all Council policies associated with Equal Employment Opportunity, Discrimination and Harassment.	
TRAINING	Provided as required.	

By accepting this position, the employee understands their responsibility:

- To keep all information that they are exposed to confidential during and after their period of employment with Break O’Day Council. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within Council's systems that is not directly relevant to their work.

Employee Signature: _____ Date: ___ / ___ / ___

Approved By
Departmental Manager: _____ Date: ___ / ___ / ___

Approval By General
Manager _____ Date: ___ / ___ / ___