

# Position Description

<b>Position Title:</b>	Environmental Health Officer
<b>Classification:</b>	Band 6
<b>Business Unit:</b>	Community Safety and Compliance (Public Health team)
<b>Reports to:</b>	Coordinator Public Health
<b>Status:</b>	Full time
<b>Approved by:</b>	Director Planning and Place
<b>Reviewed:</b>	September 2024

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust Museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

### 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

# Position Description

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

### 3. Position Purpose and Background

Administer and implement the legislative requirements contained within the Acts and Regulations as delegated by Council.

Actively participate in public health service provision to achieve the delivery of quality innovative public health outcomes.

### 4. Working Relationships

Within the organisation, the Environmental Health Officer is required to liaise with other staff in the Community Safety and Compliance Unit and the position is part of the Public Health team. This position is also required to liaise with other Council departments.

Externally, the role includes liaison with business owners, other government agencies and the community.

### 5. Key Responsibilities

- Conduct food safety assessments of registered food businesses in accordance with the Glen Eira City Council Safe Food Program.
- Apply the Food Act 1984 and associated regulations and codes to all food premises by a combination of inspections, sampling, advice and education.
- Apply the Public Health and Wellbeing Act 2008 and all associated regulations and codes of practice to all relevant premises by a combination of inspections, sampling, advice and education.
- Investigate and report upon complaints received from the public and take the necessary remedial action.
- Investigate and report upon infectious disease notifications from the Department of Health.
- Issue notices and the required enforcement action to ensure compliance with the Food Act 1984, Public Health & Wellbeing Act 2008, Environment Protection Act 2017 and Tobacco Act 1987.
- Conduct education and inspections of tobacco premises in accordance with any applicable Department of Health agreement.
- Undertake entry of data in relation to food safety assessments, inspections, complaints, food sampling and status of food safety programs.
- Actively participate in health promotion projects as directed e.g. Taste 4 Health.
- Assist in the development and formulation of public health policy.
- Participate in the planning, review and evaluation of current Public Health services.
- Ensure all health and safety responsibilities to the position are complied with.
- Undertake other duties as directed by the Team Leader and Coordinator Public Health.

## **5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards**

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## **5.2 Accountability and Extent of Authority**

The following outlines the Accountability and Extent of Authority required by the Environmental Health Officer:

- The goals and objectives of the position shall be determined on an annual basis and the incumbent shall operate within a monthly reporting schedule to ensure completion of those goals and objectives.
- The freedom to act in relation to the regulation of local business and members of the public is subject to regulations, policy of the Public Health Unit and regular supervision.
- The freedom to act in relation to resource management and policy development shall be prescribed by the Coordinator Public Health.

## **5.3 Judgement and Decision Making Skills**

The following outlines the extent of judgement and decision making required by the Environmental Health Officer:

- A demonstrated capacity to apply the specialised methods, procedures and processes associated with the provision of Public Health services.

## **5.4 Management Skills**

The following describes managerial skills required by the Environmental Health Officer:

- Demonstrated skills in managing time, setting priorities, planning and organising one's own work within a set timetable.

## **5.5 Interpersonal Skills**

The following describes the interpersonal skills required by the Environmental Health Officer:

# Position Description

- Ability to gain co-operation and assistance from members of the public and other employees in the administration of activities required by an Environmental Health Officer.
- Ability to liaise with counterparts in other organisations to discuss matters concerning Public Health.
- Ability to discuss matters of Public Health with other employees in other functions within the organisation to resolve intra-organisational problems.
- Commitment to exercise personal behaviours that support and 'build' the organisation.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Environmental Health Officer:

- Demonstrated proficiency in the application of Public Health practice and the delivery of Public Health services.
- Understanding of the long-term goals of the Public Health Unit and the relevant policies of both the Public Health Unit and the Glen Eira City Council.

## 5.7 Qualifications and Experience:

- Degree in Applied Science (Environmental Health) or equivalent.
- Current Employee Working with Children Check.
- Current driver's licence.

## 6. Performance Review

The Environmental Health Officer will be required to participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Environmental Health Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

### Essential

- Demonstrated commitment and adherence to organisational values and behaviours.
- A Degree in Applied Science (Environmental Health) or equivalent and be eligible for membership of Environmental Health Professionals Australia.
- Experience educating, monitoring and applying all relevant Acts and Regulations in the Public Health field.
- Excellent communication skills to deal with a diverse range of customers.
- Well-developed writing skills including the ability to prepare correspondence in response to matters of varying complexity.
- An ability to work as part of a team as well as operate autonomously, with high level interpersonal, organisational and time management skills.
- Demonstrated experience in identifying complex problems, developing solutions, ideas and opportunities for resolution.
- Current Drivers Licence.

# Position Description

- Current Employee Working with Children Check.

## Desirable

- Previous experience in Victorian Local Government.
- Previous experience in enforcement duties associated with Public Health.

## **8. Other Information**

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- Victorian Drivers Licence is mandatory and the incumbent will be required to drive to various locations within the municipality for purposes of undertaking inspections.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- In accordance with Council's COVID-19 Protective Behaviours Policy, the incumbent will need to demonstrate evidence of approved COVID-19 vaccinations or authorised medical exemption