

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### Environmental Health Officer

<b>Division</b>	Community and Environmental Services		Customer Response
<b>Reports To</b>	Team Leader, Environmental Health	<b>Direct Reports</b>	No

### Position Purpose

Effectively deliver public and environmental health programs by carrying out investigations, assessments, providing professional advice and quality customer service. To provide a high standard of customer service and professional advice in the effective and efficient delivery of public and environmental health programs.

### Key Responsibilities and Outcomes

#### Operational

- Provide specialist advice and support to management and staff regarding environmental health matters.
- Identify, investigate and report breaches of state and local laws concerning food safety, environmental protection, permitted business and other matters in a professional manner.
- Assess and administer applications for licenses, approvals, renewals and transfers related to State legislation and local laws.
- Undertake routine monitoring of licensable businesses under State legislation and local laws.
- Build strong relationships with a range of key internal and external stakeholders to ensure effective service delivery outcomes are achieved.

#### Additional Information:

This position is required to work 'Out of normal business hours' (where required)

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - N/A

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

### Knowledge & Experience

- Comprehensive knowledge and experience in Environmental Health matters and relevant legislation.
- Demonstrated investigative, analytical and research skills in a range of regulatory work environments.
- High level of verbal and written communication skills and the ability to present information in an effective manner to a range of stakeholders.
- High level of experience in the utilisation and interpretation of quantitative and qualitative data obtained from a range of technical equipment.
- Demonstrated time management skills and the ability to manage conflicting priorities, including meeting deadlines whilst working in an autonomous team environment.



**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### Qualifications

- Minimum of Degree or Post Graduate qualification in Environmental Health
- Current C class drivers licence.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*