

# Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



<b>POSITION TITLE:</b>	<b>Environmental Health Officer</b>
<b>POSITION NUMBER:</b>	3530
<b>DIVISION:</b>	City Life
<b>DEPARTMENT:</b>	Community Safety and Regulation
<b>CLASSIFICATION:</b>	Band 6
<b>REPORTS TO:</b>	Team Leaders Environmental Health
<b>DIRECTLY MANAGES:</b>	Support staff as required
<b>INTERNAL LIAISONS:</b>	City staff, internal departments
<b>EXTERNAL LIAISONS:</b>	Ratepayers and the general public; proprietors of registered premises and their representatives, e.g. solicitors, builders, etc.; community organisations; developers, builders, plumbers and other trades-persons; suppliers of goods to the Council; Council contractors; Council's legal advisers; Local, State and Federal Government Departments and Authorities; and state emergency services.
<b>DATE:</b>	March 2024

## POSITION OBJECTIVES:

This position will administer and provide a regulatory Environmental Health Service that ensures compliance with legislative controls and other relevant circumstances which have an impact upon protecting public health within both the organisation and the community.

## POSITION RESPONSIBILITIES:

### Key Responsibilities:

1. Process applications and approvals for premises registered with Council pursuant to the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act.
2. Conduct inspections, assessments and other surveillance activities including sampling to ensure compliance with regulations and standards pursuant to the Food and Public Health and Wellbeing Acts' requirements, Tobacco Act, Environment Protection Act, Liquor Control Act, Local Government Act, Residential Tenancies Act, standard of habitation and overcrowding, Nuisances (with respect to drainage, odours, noise, vermin and pollution), standards for public pools and spas, septic tanks, sewer failures and sewage disposal, etc.
3. Maintain accurate and factual file notes, records and other documentation for all inspections and investigations conducted in accordance with administrative procedure
4. Undertake appropriate enforcement action when non compliances are identified including issuing orders, directions, seizure, infringements, preparing briefs of evidence, instigating legal proceedings in court, attending court and giving evidence in accordance with Council's policies and procedures.
5. Investigate and follow-up infectious disease notifications including outbreaks referred by the Department of Health and provide advice and information on infectious disease control to the public as required.

6. Promote quality assurance and continuous improvement by reviewing and evaluating existing services and procedures to ensure they continue to meet objectives, are efficient and effective and allow for increased productivity where possible.
7. Assist with the monitoring, sampling and verification processes relating to Councils mosquito program.
8. Establish positive communications with the general public and educate and promote and assist with the need for compliance with the various statutes, legislation and local laws.
9. Assist with the implementation of education packages and proactive measures relating to improving the outcomes for issues dealt with by the organisation.
10. Rotate geographical areas from time to time to specialise in different aspects of environmental health operations for their personal development and to maintain a high level of multi-skilling necessary for the operation.
11. Adhere to all Council's policies and procedures relevant to this position.
12. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

### **Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

### **Risk Management and Occupational Health & Safety Responsibilities:**

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

### **CHILD SAFE:**

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

## **KEY SELECTION CRITERIA:**

### **Qualifications:**

1. Qualification as an Environmental Health Officer.
2. Eligibility for membership of Environmental Health Australia (EHA) or Environmental Health Professional's Association (EHPA)
3. Current employee Working with Children check.

### **Essential:**

4. Recent Victorian experience as a practising Environmental Health Officer preferred, though recent graduates may also apply.
5. Experience in legal proceedings is preferred with the ability to prepare competent prosecution reports.
6. Ability to interpret, apply and clearly explain decisions to both the public and staff members.
7. Demonstrated mediation and dispute resolution skills.
8. Ability to work autonomously (making appropriate decisions within legislative powers of an authorised officer while achieving department goals).
9. Demonstrated ability to be an integral part of a team environment.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- The officer is accountable for all decisions made within appropriate/relevant Council policy and appropriate legislation. This authority may however be subject to review.
- Exercise all the legislative powers of an authorised officer under any legislation, which Council has designated to the incumbent.
- The officer is responsible for the provision of specialist advice to management and regulating clients, and provides formal input into policy development within the field of Environmental Health.
- Exercise all the delegations, authorities, powers and duties of an Environmental Health Officer, Authorised Officer or Designated Officer under the provisions of any relevant Acts, legislation or duties as determined by Council.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

## **JUDGEMENT AND DECISION MAKING:**

- In solving problems the methods of work, procedures and processes should be developed from precedent. Guidance and advice is usually available in arriving at solutions.
- Discretion on the way of implementing legislation is allowed within established procedures excepting those that clearly fall outside of such procedures, which are referred to the Team Leaders Environmental Health, and/or Coordinator Health Services.

## **SPECIALIST SKILLS AND KNOWLEDGE:**

- Demonstrated current knowledge of Environmental Health legislation and the ability to interpret and explain such legislation.
- A proficient theoretical and practical knowledge in the field of environmental science in order to identify, analyse and deliver options for policy development and problem solving.
- A demonstrated knowledge of the application and use of relevant scientific equipment.

## **MANAGEMENT SKILLS:**

- Well-developed organisational and administrative skills coupled with excellent time management skills.
- Proven ability to set goals and implement strategies, work methods and practices to achieve department goals.
- Ability to supervise and motivate support staff.
- Understanding of and ability to comply with the City's personnel practices including Equal Employment Opportunity and Occupational Health and Safety.
- Demonstrated ability to be self-motivated.

**INTERPERSONAL SKILLS:**

- Demonstrated ability to be an integral part of a team environment.
- Demonstrated written and oral communication skills.
- Demonstrated mediation and dispute resolution skills.
- Ability to interpret, apply and clearly explain decisions to both the public and staff members.
- Ability to proactively promote public health and Council's image.

**ADDITIONAL INFORMATION:**

- The position participates in an after-hours on-call rotation roster, and may work overtime and outside normal working hours from time to time.