



POSITION DESCRIPTION

POSITION TITLE:		Environmental Health Officer			
POSITION NO:		105301	CLASSIFICATION:		Band 6
DIVISION:		City Sustainability and Strategy			
BRANCH:		Compliance and Parking Services			
UNIT:		Health Protection			
REPORTS TO:		Team Leader Health Protection			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Protect community health, safety and wellbeing through effective and efficient administration and enforcement of relevant legislation that includes the *Food Act 1984, Public Health and Wellbeing Act 2008, Tobacco Act 1987, Environment Protection Act 1970, Local Government Act 1987* and regulations, codes of practice and local laws made under these Acts.
- Reduce the risk to the Yarra City Council by effectively contributing to the meeting of statutory obligations under relevant legislation.

ORGANISATIONAL CONTEXT

The Yarra City Council is committed to:

- efficiently and effectively servicing the community to the highest standards,
- protecting, enhancing and developing the City's physical and social environment and
- building the population and business base.

Key goals of the Yarra City Council are statutory compliance, customer service and continuous improvement.

The Health Protection Unit forms part of the Compliance and Parking Services Branch which contributes directly to the achievement of organisational goals. As a member of the Unit the incumbent will pursue Unit and Branch goals through effective team work within the Branch and with colleagues in other branches and divisions and by developing and maintaining sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIP

Position reports to: Team Leader, Health Protection

Internal Relationships: The incumbent liaises with staff at all levels within the Organisation, but mostly with the Manager, Coordinator and other staff within the Division and Branch.

External Relationships: The incumbent is required to maintain an effective and professional relationship with all Health Protection Unit customers, including: State Department of Health, Environment Protection Authority, other statutory authorities, Council's legal service providers, public analysts, relevant community organisations, business proprietors, contractors, schools, local residents and the general public.

KEY RESPONSIBILITY AREAS AND DUTIES

Management

- Assist with the on-going review and evaluation of existing services and procedures to ensure they continue to meet objectives, are efficient and effective and allow for increased productivity where possible.
- Prepare and submit reports and recommendations to the Team Leader or Coordinator as required.
- Prepare and issue correspondence as required.
- Provide input into policy development, including undertaking investigations, analysis of tasks and developing key performance indicators.
- Represent the Unit at nominated internal and external meetings.
- Oversee and coordinate various project areas from time to time related to the roles and functions of the Unit.

Functional Responsibilities

(a) Registered and other supervised premises

- Carry out all duties of an authorised and delegated officer under relevant legislation including the Food Act 1984, Public Health and Wellbeing Act 2008, Tobacco Act 1987, Environment Protection Act 1970.
- Take responsibility for all allocated activities related to premises.
- Conduct inspections and other surveillance activities, including collection and submission of samples for analysis, and investigation of complaints (customer requests) about premises to ensure compliance with relevant legislation.
- Take appropriate enforcement action when non-compliance that poses a risk is identified including seizing foods and other articles, issuing orders, directions and

infringement notices and initiating prosecution action in accordance with adopted policies and procedures.

- Assist with the development and implementation of education and training programs for premises in order to promote and improve compliance.

(b) Infectious Disease

- Investigate infectious disease notifications referred by the State Department of Health via the North Eastern Public Health Network.
- Provide advice and information on infectious disease control to the public as required.

(c) Environmental Health

- Investigate allocated customer requests (complaints) of nuisances under the *Public Health and Wellbeing Act 2008* and other matters adversely affecting the environment under relevant legislation, including the Environment Protection Act 2017 and take appropriate action to ensure compliance.
- Assist with research and carry out technical investigations into environmental health and specific health and safety issues affecting the City and prepare reports and recommendations when required.

(d) General

- Maintain an up to date knowledge of the content and practical application of relevant legislation.
- Contribute to the meeting of Council's statutory obligations under all relevant legislation.
- Give general and specific directions to business proprietors and residents that are aimed at ensuring compliance with relevant legislation.
- Achieve resolution of customer requests through consultation, mediation and enforcement in a timely manner.
- Undertake enforcement action including issuing orders, directions, infringements, preparing briefs of evidence, instigating legal proceedings in court, attending court and giving evidence in accordance with Council's policies and procedures.
- Maintain detailed and accurate records of inspections and other activities relating to inspections and investigations utilising Council's data bases and systems.
- Provide information and assistance to the public, relating to Council's Health Protection Unit services.
- Provide advice and assistance to other staff within the Unit to improve knowledge and professionalism.
- Perform duties outside regular hours, including attending emergency situations as may be required from time to time through participation in the after-hours emergency response on a rostered basis.
- Assist implementing health protection activities under Council's Municipal Emergency Management Plan, including assisting other municipalities as required.
- Carry out other duties as required that are within the skills, competence and training of the officer.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountability

- The Environmental Health Officer is directly accountable for the efficient and effective organisation of administrative and functional responsibilities; for providing specialist advice to members of the public and for providing information and advice to the Team Leader and Coordinator.
- The Environmental Health Officer is required to report regularly to the Team Leader on the completion of allocated inspections and other work and the achievement of key performance indicators.

- The Environmental Health Officer is responsible for managing workloads to ensure the timely completion of inspections and other work associated with registered and other premises and ensuring that all matters referred are investigated appropriately and thoroughly with enforcement action initiated when required.
- The Environmental Health Officer is responsible for the maintenance of accurate and complete records of all activities, inspections and directions given.
- The Environmental Health Officer is responsible for their actions as an authorised and delegated officer of Council.

Extent of Authority

- The Environmental Health Officer is an Authorised and Delegated Officer under relevant legislation.
- The Environmental Health Officer has the authority and freedom to act within established operational guidelines and as delegated and authorised under the provisions of relevant legislation, Council policies and professional standards.
- The Environmental Health Officer has authority to issue and enforce notices, orders, directions, infringements, certificates and permits, seize food and other articles, make decisions and issue correspondence, in line with Council delegation and authorisation. It is expected that, whenever necessary, the Environmental Health Officer will seek endorsement from more senior Officers.
- The effect of decisions and actions of the Environmental Health Officer may be significant and are subject to review by the Team Leader, Coordinator or Senior Management.
- The Environmental Health Officer has authority to present evidence and act as an informant at Court on behalf of Council.

Safety and Risk

- The officer must minimise risk to themselves and others and support safe work practices through adherence to occupational health and safety requirements and Council policies and procedures.
- The officer must report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. The officer must adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- The officer must embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Yarra Values

- The officer must behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
 - Respect
 - Accountability
 - Courage

JUDGEMENT AND DECISION MAKING

- Decisions are generally made, having reference to established policies and procedures, on a sound understanding and knowledge of relevant legislation and on the basis of professional knowledge and experience. The position requires judgment and discretion in selecting the appropriate level of response to be applied in any given situation.
- Problems and solutions can sometimes be complex that may not be related to previously encountered situations so some creativity and initiative is required.

KEY COMPETENCIES

Specialist Knowledge and Skills

- A sound and practical knowledge and understanding of relevant legislation and the ability to explain interpret and implement such legislation.
- Ability to apply relevant legislation using an outcome focussed and risk based approach.
- Ability to use initiative to achieve outcomes.
- A sound knowledge of, or ability to learn, local government administrative procedures.
- Ability to investigate and gather evidence to identify offences and take appropriate enforcement and other action in order to achieve compliance.
- Ability to apply a scientific discipline including understanding of the underlying principles of microbiology, chemistry, biology, pollution control, food technology and health promotion.
- Well-developed oral and written communication skills with the ability to prepare clear, concise and correct correspondence and reports, including inspection reports.
- Motivation to develop professionally and embrace new technologies and different approaches.

Management Skills

- Ability to plan and prioritise workloads to achieve agreed outcomes in accordance with the Unit's Key Performance Indicators in an environment of change and conflicting demands.
- Ability to contribute to the strategic and operational directions of the Unit.
- Ability to undertake complex investigations, do research and to solve problems through discussion, negotiation and team-work.
- Ability to work with minimal supervision.

Interpersonal Skills

- Ability to communicate clearly, and gain co-operation and assistance from a diverse range of stakeholders.
- Ability to work independently and within a team environment and be flexible in the performance of duties.
- Self-motivated.
- Problem solving and conflict resolution skills.
- Well-developed customer service skills.
- Well-developed written and verbal communication skills including an ability to give presentations.
- High standards of professionalism and pride in personal appearance and presentation consistent with the corporate image of Council.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Health Science (Public and Environmental Health) or equivalent.
- Demonstrated computer proficiency, preferably in Microsoft Office and knowledge of computer software used in the Environmental Health field is desirable.
- Eligible for membership of Environmental Health Australia (EHA) and/or Environmental Health Professionals Australia (EHPA).
- Victorian drivers licence.

KEY SELECTION CRITERIA

- Knowledge of, and ability to apply, relevant legislation using initiative with an outcome focused and risk based approach.
- Ability to investigate and collect evidence to identify contraventions of relevant legislation and take appropriate enforcement, and other action, to achieve compliance.
- Well-developed oral and written communication skills with the ability to prepare clear, concise and correct correspondence and reports.
- Ability to plan and prioritise workloads to achieve targets and obligations in an environment of change and conflicting demands.
- Ability to work independently and within a team environment and to be flexible in the performance of duties.