

Position Description

POSITION	Trainee Environmental Health Officer
SECTION	Environment
DEPARTMENT	City Living
BUDGET SUBJECT	506
POSITION NO.	BCC1093 and BCC1097
POSITION TYPE	Temporary Full time
REPORTS TO	Senior Environmental Health Officer
DIRECT REPORTS	No
POSITION GRADE	Professional trainee rates of pay
APPROVAL LIMIT	Nil
AUTHORISING LIMIT	Nil
DATE	September 2015

POSITION PURPOSE:

- Provide local places and spaces that are clean and healthy and turn awareness and commitment into action to halt or reserve the effects, pressures and threats on the built and natural environment by working in collaboration with our community and other stakeholders.
- Develop and participate in the implementation of projects, strategies, policies, guidelines and procedures that align with this commitment, specifically environmental health.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Workplace Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Enrolled in a relevant tertiary qualification in an environmental health field.
- Current NSW Driver's Licence (Class C).

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any

limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

This position is responsible for the following:

- Collect and analyse grab samples at key locations within the City. At least 48 samples per quarter need to be collected.
- Carrying out the Arbovirus Surveillance Program with NSW Health.
- Responding to daily Environmental Health Officer duty enquiries.
- The implementation of actions and development of new initiatives that ensure Council and the community are moving towards sustainability.
- Ensure all allocated tasks are completed in an efficient and competent manner within the time frame specified.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:**Administration:**

- Participate in existing programs and develop, document, implement and evaluate new innovative environment and sustainability related policies, projects and programs that align with our Environmental Sustainability Policy and Council's Delivery Program.
- Establish collaborative partnerships with relevant organisations and stakeholders.
- Monitor and report to the Team Leader on relevant budget considerations.
- Perform other relevant tasks assigned by the Team Leader.
- Document all work and keep files and records up to date.

Environmental Programs:

- Assist in the implementation of programs in relation to legislation and Council policies for:
 - Public health inspections of:
 - Food premises/vehicles
 - Skin penetration premises
 - Cooling towers
 - On-site sewage management facilities
 - Commercial swimming pools
 - Public health incidents.
 - Environmental surveillance of:
 - Noise pollution
 - Air pollution
 - Water pollution
 - Land pollution
 - Environmental emergency incidents.
 - Environmental health assessment of Development Applications, sedimentation and erosion control.
- Participate in the production of Council's State of the Environment report.
- Ensure the availability of accessible and relevant information about environmental health programs.
- Participate in events, workshops and festivals as required.

Communication:

- Provision of efficient service to all customers including:
 - All correspondence and customer action requests replied to, in accordance with the nominated performance criteria.

- Answer telephone and “counter” enquiries, as required.
- Identification of system changes required to improve the quality and timeliness of environmental health programs and services.
- Regularly review environmental health information published on our website.
- Participate in team meetings.
- Represent Council on relevant working groups, committees and boards.
- Prepare correspondence and reports, as required.
- Production of educational material, media releases and documents, as appropriate in relation to environmental health.

Judgement and Problem Solving:

- Monitor changes and developments in environmental health initiatives and programs, identify potential problems, and develop appropriate responses.

Corporate Representation and Image:

- In all dealings and activities, act in accordance with Council's Code of Conduct and actively promote a positive image of Council. To promote a positive image means:
 - Behaving in a manner that helps achieve the objectives and interests of Council.
 - Actively creating goodwill by using/demonstrating positive helpful, cooperative, proper, supportive and ethical behaviour at all times.

SELECTION CRITERIA:

- Relevant experience and appropriate qualifications, in accordance with the essential requirements outlined in the position description.
- Sound knowledge of, and experience in, current environmental health issues.
- Demonstrated high level of oral and written communication skills, including the ability to deliver presentations, write correspondence, complex reports, grant applications and award submissions.
- Computer literate with proficiency in the use of Microsoft products such as Word, Powerpoint and Excel.
- Demonstrated analytical and problem solving skills.
- Demonstrated commitment to and an understanding of, WHS issues and EEO principles in the workplace.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.
- Availability to work flexible working hours.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Professional level of competency for duties and tasks required, as per Council's Performance Management System.
- Successful promotion of the image of Council as an efficient and professional service organisation.
- No identified instances of systematic non-compliance in meeting relevant legislative or policy requirements.
- Work plan developed and implemented.
- Allocated tasks, reports and correspondence are completed within the agreed time frame.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
