

POSITION DESCRIPTION

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| Position Title | Environmental Health Officer |
| Position No. | 145 |
| Position Status | Permanent Full-time |
| Business Unit | Municipal Services |
| Division | Development |
| Classification | Band 6 |
| | Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| Date Approved | September 2017 |
| Approved By | General Manager Development |

WELLINGTON SHIRE COUNCIL VALUES

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| Cooperation | Working together, teamwork, collaboration and being solution-oriented. |
| Integrity | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| Balance | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| Professionalism | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

POSITION OBJECTIVE

Responsible for delivery Councils environmental health obligations which includes both proactive and responsive services in the areas of legislation community education and statutory compliance.

ORGANISATIONAL RELATIONSHIPS

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| Reports to | Coordinator Environmental Health |
| Supervises | NIL |
| Internal Liaisons | Senior Management, Councillors, all Council staff |
| External Liaisons | Business and community representatives, state and federal government agencies, residents, contractors, consultants |

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Responsible for the effective and efficient performance and technical accuracy of Council's environmental health services.
- Accountable for meeting the legislation objective of the role
- Freedom to act is governed by clear objectives, with regular reporting mechanisms to ensure adherence to organisational goals and objectives.

Judgement and Decision Making

- Authority to make decisions on all matters routine and in regards to the management of own assigned projects aligned with legislative requirements
- High level of analysis of a range of options when determining recommendations for inspections and registrations.

Specialist Knowledge and Skills

- Sound, current knowledge of and ability to interpret and explain environmental health legislation, regulations and codes of practice.
- Extensive experience in inspection, review and approvals of septic tanks, food and micrological sampling, undertaking investigations, planning and regulatory processes as they relate to Environmental Health.

Management Skills

- Ability to effectively plan, organise and manage own time.

Interpersonal Skills

- Excellent communication skills, relationship management and negotiation skills.
- Experience in the delivery of informal and formal presentations.
- Ability to liaise with Environmental Health counterparts in other organisations to discuss specialist matters.

Qualifications and Experience

- Tertiary qualification in Health Science or equivalent.
- Membership of Environmental Health Australia and/or several years' experience as an Environmental Health Officer in local or state government.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Membership Environmental Health Australia.
- Current-drivers licence essential

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators, service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Adhere to statutory compliance ensuring that the minimum immunisation sessions are undertaken as required by the relevant legislation.
- Ensure all registered premises including food premises are inspected once annually as required under relevant legislation and in line with CPI's.
- Record and maintain the food sampling register to guarantee that accurate food sampling is undertaken as specified by legislation and in accordance CPI's.

- Maintain an inspection service of wastewater treatment / disposal systems, ensuring that all such inspections are appropriately recorded as required under relevant legislation and Council's DWMP.
- Respond to and investigate nuisances and pest control activities as required by legislation.
- Undertake legal investigations as required under the relevant legislation.
- Ensure reports of infectious diseases are appropriately investigated and areas for improvement implemented as required by legislation.
- Undertake caravan park inspections annually in accordance with CPI's.
- Undertake annual public swimming pool inspections within the municipality in accordance with CPI's.