

Palmerston North City Council Job Profile



Position Title	Environmental Health Technical Officer
Reporting to	Head of Environmental Protection Services
Unit	Customer
Date last updated	January 2019

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation from the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The Customer Unit is responsible for a wide range of Customer and Regulatory Services. These services include the Call Centre, Front of House, and Regulatory services such as Animal Control, Parking, Building, Planning, Environmental Health, Bylaws, and Liquor Licensing.

Main Purpose

The purpose of this position is to undertake the Registration Authority and Food Safety Officer functions of Council under the Food Act 2104 and other relevant legislative work in the field of Environmental Health as required by the Council.

The position holder will be expected to obtain and maintain accreditation as a Food Act verifier and Food Safety Officer to carry out food control plan verification audits and food safety investigations. Investigations of complaints for breaches of the Health Act 1956, under supervision, Litter Act 1979, Local Government Act 2002, other legislation and PNCC Bylaws may also be carried as required.

Key Areas of Responsibility

- To carry out the Registration Authority and Food Safety Officer functions under the Food Act 2014, taking appropriate enforcement action for non-compliance.
- To undertake audits of Food Control Plans, preparing audit findings, issue of Corrective Action Requirements and take any follow up action as necessary for reports to Ministry for Primary Industries.
- Complaints relating to noise, health nuisances, pollution, housing conditions, hazardous substances and bylaws.
- To carry out other duties as required.
- To inspect and report on camping grounds, mortuaries and offensive trade premises and Council bylaw operations.

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an

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exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- PNCC Internal Divisions
- PNCC Contractors and CCOs

External:

- Ministry for Primary Industries
- Food businesses
- MidCentral Public Health
- Other TA's
- Horizons Regional Council
- NZ Police
- Government Departments
- Housing NZ

Typical knowledge, skills, and attributes:

Knowledge (*qualifications and experience*)

- A recognised pre-requisite qualification to enable accreditation as a Food Act 2014 is essential.
- Food Safety Officer Skills are essential.
- A relevant tertiary qualification at NZQA Level 4 or higher is essential.
- Meeting Recognised Person verification criteria is desirable.
- At least 2 years practical experience in the food industry is desirable.

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- A recognised pre-requisite qualification to enable work towards an Environmental Health Officer qualification is desirable.

Skills and Attributes

- Experience in the food industry or food control plans and audits is essential.
- The ability to undertake and report on general inspections and investigations is desirable.
- Ability to interpret and apply legislation is desirable.
- Investigations Skills Training Certificate is desirable.

The successful applicant will be expected to undertake further professional training in order to develop and maintain a high degree of technical expertise in the diverse fields covered by this position.

Remuneration

- This role is graded at **GP5** on the Council's remuneration system, i.e. between **\$53,707** (85%) and **\$63,185** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- The market premium for this position based on 100% of the band is \$10,535 and this is paid on a pro-rated basis from 85% to 100% of the salary band.
- In addition, a benefit entitlement of **3%** of base salary is available.

Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.

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Competencies

Core	
Service	<ul style="list-style-type: none"> Recognises the diversity of customers, and adapts approach and style to meet their needs Offers customers a range of solutions to problems Demonstrates commitment to delivery of agreed solutions Delivers and follows up on solutions Seeks and gives feedback from customers Looks for where improvements can be made to systems and processes
Communication	<ul style="list-style-type: none"> Clearly communicates messages in a clear and concise manner Uses the most effective method and style of communication for the target group and the situation Uses active listening techniques including reflection and paraphrasing Shares ideas appropriately Recognises and minimises barriers to communication
Business ethics	<ul style="list-style-type: none"> Demonstrates integrity, honesty, and commitment Acts ethically in all dealings Is equitable and ethical in the treatment of others Is prudent in financial dealings
Information Technology	<ul style="list-style-type: none"> Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Role specific	
Relationship building	<ul style="list-style-type: none"> Has internal and external networks, values and utilises diversity that enables better service delivery. Understands stakeholders' needs and delivers on commitments.
Teamwork	<ul style="list-style-type: none"> Understands team dynamics and actively contributes to the team
Technical skills	<ul style="list-style-type: none"> Able to focus on the technical skills an individual requires, understands legal requirements and has the ability to update and expand current knowledge base.
Coaching and mentoring	<ul style="list-style-type: none"> Keeps up-to-date with professional knowledge and looks for opportunities for professional development.
Organisation achievement	<ul style="list-style-type: none"> Plans work and utilises resources. Understands the organisation's vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.