

## POSITION DESCRIPTION

# SENIOR ENVIRONMENTAL HEALTH OFFICER

## POSITION DETAILS

<b>POSITION No:</b>	4380.01	<b>UNIT:</b>	Environmental Health
<b>EMPLOYMENT STATUS:</b>	Full Time	<b>LOCATION:</b>	Council Centre
<b>DIVISION:</b>	City Planning	<b>CLASSIFICATION:</b>	MO Level 5

## OBJECTIVES

### MISSION STATEMENT

Working together to make Hobart a better place for the community.

### DIVISION OBJECTIVE

The City Planning Division comprises the following Units; Development Compliance; Traffic Engineering, Planning Policy and Heritage, Surveying Services, Development Appraisal, Environmental Health, City Place Making, and Design Services. The principal purpose of the City Planning Division is to assist the Council in fulfilling its statutory obligations related to environmental health and animal management, land use, development, and transport planning, and associated permits and compliance. It is also responsible for the planning and design of major urban public realm enhancements and provide wider design and surveying services to the Council. The Division is also responsible for the implementation of relevant strategies and actions arising from the City of Hobart Strategic Plan for the physical development and enhancement of the City, and to provide land use and transport strategies for long term investment in Hobart.

### POSITION OBJECTIVE

The role is to coordinate the day to day operations of a team of Environmental Health Officers and review the delivery of statutory food, public and environmental health programs. To monitor trends and manage high level projects and enforcement activities to prevent the incidence of disease. To provide statutory advice in the management of complex and/or sensitive applications to Divisions of Council, applicants, stakeholders and the public to support effective compliance with statutory requirements.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Develop and monitor team systems and modes of operation, and supervise and guide the Environmental Health Officers comprising this team. Allocate and monitor workloads, mentor and cultivate Officers to ensure high quality, consistent outputs and adherence to timeframes.
- Deliver cross-discipline technical proficiency with respect to compliance expectations, mobilisation of individuals or the team in situational response, and dispute resolution in times of conflict.
- Provide accurate information and advice to applicants, members of the community, divisions of Council and others in respect of complex and stakeholder sensitive issues relating to statutory and non-statutory food, public and environmental health programs, and requirements under

the prevailing planning schemes specifically with respect to potentially contaminated land, attenuation and onsite wastewater.

- Maintain a high level of awareness of emerging issues and best practice in the field of environmental health. Undertake research to assess potential opportunities and impacts upon the delivery of key statutory responsibilities, and scope, document and manage public health or technological projects related to this.
- Provide operational input into review of the preceding, and compilation of the succeeding, Unit plans, and fees and charges. Develop business procedures, guidelines and internal policies relating to Unit operation as required.
- Administer and maintain the Open Office Health Manager operating system and Mobile Health field application. Ensure the module functions at maximum operability by implementing all updates, liaising with the provider to ensure all Air Time requests are actioned, and providing ongoing staff training.
- Participate in consultation opportunities regarding the development of regional and State policies, legislation and guidelines.
- Provide statutory direction and authoritative advice in liaison with Council's legal advisors with respect to any matters required to be reviewed by the Magistrates Court of Tasmania.

**Work Health & Safety:** To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## ORGANISATIONAL RELATIONSHIPS

### REPORTING RELATIONSHIPS

#### 1. INTERNAL

The Senior Environmental Health Officer reports to the Manager Environmental Health, and will liaise with members of the City Planning Division and other disciplines within Council and is responsible to the Manager Environmental Health for operational and management matters and the validity of statutory advice and policy formation.

#### 2. EXTERNAL

The Senior Environmental Health Officer will liaise with the Department of Health and Human Services, the Environment Protection Agency, the Department of Justice, the Council's Legal Advisors, the Derwent Estuary Program, testing laboratories, other local government authorities, community groups, consultants, professional agencies and the general public.

### **3. DIRECT REPORTS**

The position has the following reports; Environmental Health Officers (6), and any Trainee Environmental Health Officers.

## **SELECTION CRITERIA**

1. Relevant tertiary qualifications for appointment as an Environmental Health Officer coupled with broad ranging knowledge, professional skill and significant experience in the field of environmental health.
2. Demonstrated knowledge and detailed understanding of the powers and regulatory responsibilities of the applicable legislative and policy framework, and demonstrated technical proficiency across all disciplines in the application of appropriate science, risk assessment, and judgement in relation to complex matters.
3. Demonstrated project management ability and high level technical skills to scope, implement and evaluate projects in line with Council's strategic direction.
4. Demonstrated ability to provide leadership, supervision, mentoring, and upskilling to a professional team.
5. Demonstrated high level communication and interpersonal skills including report writing, analysis and problem solving, and experience in facilitation, mediation and negotiation.
6. Current Drivers Licence, Working With Children Check and Police Check.