



POSITION DESCRIPTION

ENVIRONMENTAL HEALTH OFFICER

POSITION DETAILS

Position No.	000645	Directorate	Environment, Development and Community
Employment Status	Ongoing	Location	Council Offices, 98 Beach Road, Kingston
Department	Environmental Services	Classification	Professional Officer Level 2

POSITION OBJECTIVES

The position is responsible for implementing a range of community-based public and environmental health functions to minimise risks. A key aspect of the role is interpreting and effectively enforcing legislation, policies and standards to enable the Council to meet its statutory and strategic public and environmental health obligations.

KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake regulatory and other relevant and proactive food safety and public and environmental health programs to ensure compliance with state and national standards and community expectations.
- Undertake environmental health assessments, audits, investigations, inspections, monitoring and sampling as necessary to determine risks to environmental health and enforce appropriate legislation.
- Undertake the functions and activities as an Authorised/Council Officer under the provisions of relevant state legislation including the *Food Act 2003*, *Public Health Act 1997* and *Environmental Management and Pollution Control Act 1994* together with functions and activities of relevant sections of the *Building Act 2016*.
- Implement the responsibilities and associated performance requirements of formally issued Instruments of Delegation.
- Develop, implement and review community education programs and other strategic activities in the interests of public and environmental health and the needs of the community.

- Assist in the development and review of public and environmental health policies, plans, guidelines and practices.
- Provide specialised information, support, guidance and advice to the public, business community and specific stakeholders relating to public and environmental health issues and concerns.
- Contribute to the development of the Unit's Operational Plan and demonstrate accountability for achieving the goals and objectives of this Plan within nominated timeframes.
- Undertake the assessment of development applications and preparation of reports on environmental health issues as part of statutory planning processes and represent Council at the Resource Management and Planning Appeal Tribunal as required.
- Mentor other less experienced staff including Cadet EHOs and students undertaking on-the-job work experience.
- Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and 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.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision, although regular reports to senior members of the Department may be required. They may also provide guidance to other less experienced staff.

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision, although advice and support is available from the Senior EHO and Departmental Manager as required.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This role reports to the Coordinator Environmental Health. The position works collaboratively with the Environmental Health team, and other technical and professional staff within Council in carrying out its duties.

2. **External** - Government agencies, members of the public, local businesses, consultants, DA applicants.
3. **Direct Reports** – This position has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

1. Tertiary qualifications in Environmental Health, and eligibility for membership with Environmental Health Australia.
2. Comprehensive knowledge of and demonstrated ability to interpret and apply environmental and public health legislation, guidelines, standards, codes of practice, policies and By-laws together with the ability to act with a high level of professionalism as an authorised Council Officer.
3. Effective skills and experience in investigations and enforcement, auditing and regulating activities that are licensed, registered or approved by Council.
4. Effective time management and planning skills to monitor work outcome efficiencies through prioritisation and risk assessment principles.
5. High-level communication and interpersonal skills, with the ability to provide technical and professional advice, establish rapport with customers and produce accurate reports and written correspondence.
6. High level negotiation and conflict resolution skills with the ability to communicate clearly and consistently when providing information, training or undertaking inspections and investigations.
7. Ability to work both autonomously and in a team-based environment.

Licenses

1. A current driver's licence
2. White Card – Working Safely in the Construction Industry *
3. Working with Vulnerable People accreditation *
4. Provide First Aid certificate*

Desirable

5. Knowledge of Tasmanian environmental health legislation.

****Council can assist the successful applicant to obtain this requirement following commencement.***