

**POSITION TITLE:** Environmental Health Officer **POSITION NO:** 2436

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 4 to 5 (dependant on qualifications and experience)

**CERTIFIED AGREEMENT:** Officers – 2020 **AWARD:** QLGIA

**DEPARTMENT:** Liveability

**BRANCH:** Environment & Planning

**SECTION:** Environmental Health

**REPORTS TO:** Senior Environmental Health Officer

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

Assist in providing high standards of public and environmental health outcomes through the active administration of Health Legislation, the Food Act, the Environmental Protection Legislation, Council Local Law and Policies.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Ensure legislative compliance with the *Queensland Food Act*, *Public Health Act*, *Environmental Protection Act*, *Public Health (Infection Control for Personal Appearance Services) Act*, *Animal Management Act*, *Waste Reduction & Recycling Act*, *Local Government Act 2009*, and relevant South Burnett Regional Council Local Laws. This will be achieved through complaint investigation, routine and follow up inspections, education, testing/sampling, assessment of applications, legal action etc.
2. Prioritise, investigate and respond to customer requests, collate information and action responses for internal and external customers promptly and professionally.
3. Assist in the delivery of Mosquito Control Program, including provision of advice and direction to the community regarding mosquito borne disease, the control of mosquito vectors and appropriate control measures as well as field activities.
4. Participate in the development, documentation and review of corporate systems, policies, procedures, programs, plans and budgets.
5. Establish effective and professional stakeholder networks with neighbouring councils, state and federal government agencies as well as applicable industry groups.
6. Provide reports and correspondence pertaining to regulatory requirements, Council policy and organisation objectives.
7. Develop and deliver community education and awareness programs with focus on public health, environmental management, personal appearance services, mosquito management, food hygiene and other relevant environmental health matters.
8. Complete additional activities and reasonable directions given by management.

### 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position

### 4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications in relevant discipline (Bachelor of Science (Environmental Health)).
- Environmental Health experience, preferably in a local government environment and eligibility to obtain membership with Environmental Health Australia would be advantageous.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Eligibility to obtain "Working with Children Check" (Blue Card).
- Pest Management Licence for Qld (Desirable)
- Food Safety Auditors Accreditation (Desirable)
- Work Experience or other experience in Environmental Health and/or Government Setting (Desirable)

### 5. KEY SELECTION CRITERIA

1. Ability to interpret and apply State, Local and Federal legislation and Standards that relate to Environmental Health.
2. Sound level of negotiation, research, communication and interpersonal skills, including the ability to develop and maintain positive and effective partnerships with internal and external customers.
3. Ability to work efficiently without direct supervision, set own goals and priorities, monitor progress and outputs and also function as part of a team. At times you need the ability to work under pressure to meet deadlines.
4. High level of written, keyboard and computer skills including sound working knowledge of MS Office Suite, and the ability to become proficient in corporate software programs.

### WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

### CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

### FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

### INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
<b>General Manager Liveability:</b> Peter O'May	Signature: 