



## **SOUTH GIPPSLAND SHIRE COUNCIL**

### **POSITION DESCRIPTION**

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<b>POSITION:</b>	Environmental Health Officer
<b>DIRECTORATE:</b>	Development Services
<b>DEPARTMENT:</b>	Regulatory Services
<b>CLASSIFICATION:</b>	Band 5 or 6 depending on skills and experience of the successful applicant
<b>EMPLOYMENT STATUS:</b>	Ongoing Full Time
<b>CURRENT OCCUPANT:</b>	Vacant
<b>DATE:</b>	January 2016

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### **ORGANISATION OVERVIEW**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

### **DEPARTMENT/TEAM**

The Environmental Health unit is primarily responsible for the administration and enforcement of a variety of Victoria's public health related legislation.

The unit provides a range of high quality, customer focussed and appropriately targeted services and programs including:

- Food and Health premises registration and inspection
- Caravan Park registration and inspection
- Food Sampling
- Septic Tank Permits and compliance
- Nuisance Investigation
- Notifiable Disease Control



- Tobacco Control
- Community Sharps Program

Services are delivered in accordance with funding and service level agreements, Council strategies and community needs.

### **ORGANISATIONAL RELATIONSHIPS:**

**Reports to:** Environmental Health Coordinator

**Direct Reports:** Nil

**Internal Liaison:** Local Laws, Planning, Building, Immunisation, Emergency Management, Engineering, Sustainability, Customer Service, People & Culture, Property, Waste Management, Communications, Information Systems, Governance, Records, Rates & Finance.

**External Liaison:** Department of Human Services, Environment Protection Authority, Municipal Association of Victoria, Environmental Health Professionals Association, Local Government Authorities, Analyst's, Other key stakeholders to the organization.

## **1. POSITION PURPOSE**

- Registration of premises and maintenance of appropriate standards in registered premises.
- Investigation and the taking of appropriate action in relation to nuisances, infectious disease outbreaks, food recalls and food complaints.
- Promote a high standard of public health through education, participation in public health programs and administration of relevant legislation.
- Maintenance of appropriate records on Council's corporate information systems.

## **2. KEY RESPONSIBILITIES**

- To administer the relevant legislative requirements of the Public Health and Wellbeing Act 2008, Food Act 1984 and Residential Tenancies Act 1997, Tobacco Act 1997, Environmental Protection Act 1970 and any regulations made there under, including but not limited to:
  - Conducting inspections and investigations
  - Undertaking food, water and other sampling programs
  - Investigate cases of notifiable disease and advise on actions necessary to prevent the spread of such diseases.



- Assess plans for the construction of registerable premises and approve premises for registration.
  - Preparation of written reports, letters, notices and legal briefs.
  - Assist in wastewater approval processes as required.
- To conduct special investigations in respect of health / food related matters and prepare reports as directed by the supervisor/manager.
  - To conduct special investigations and food sampling on behalf of the Department of Health and to follow up all food and substance recalls specified by such Department.
  - To assist in the implementation and management of Council's Community Sharps Program.
  - To attend to enquiries and requests from public for information and assistance on Council services and all matters related to environmental health.
  - To administer all Council Local Laws as they relate to Health and Environmental matters including Environment Protection Act Litter provisions in conjunction with Council's Local Laws Department
  - To participate where required in the Municipal Emergency Management Plan, Municipal Public Health Emergency Management Sub-Plan, Public Health & Wellbeing Plan and any other Council plans as required
  - Assist the Environmental Health Coordinator with customer surveys and service reviews in order to improve efficiency and effectiveness of service delivery.
  - To assist Council's Planning Department with its administrative functions, by way of comments and advice on application referrals.
  - To assist as required in the administration of Council's policies and processes for the issue of Septic Tank Permits and Certificates under the Environment Protection Act 1970

### **3. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is authorised to/responsible for the following: -

- Any power, duties and responsibilities delegated by Council under any legislation relevant to health services including the Public Health and Wellbeing Act 2008, Food Act 1984, , Tobacco Act 1987, Residential Tenancies (caravan parks and movable dwellings registration and standards) Regulations



2010, Environment Protection Act 1970, Local Government Act 1989 and Regulations and Local Laws made there under.

- To act in accordance with regulations, policies, procedures and regular supervision.
- Prepare reports as directed by supervisor or manager.
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

#### **4. JUDGEMENT AND DECISION MAKING SKILLS**

Judgement and decision making will be within the ambit of the following:

- Required to make decisions using methods, procedures and processes contained within relevant legislation, guidelines and policies.
- Where no legislation, guidelines or policies exist for any given circumstances, the Environmental Health Officer is expected to utilise all personal skills to reach a satisfactory conclusion in consultation with Environmental Health Coordinator or more senior staff
- Guidance and advice is usually available within the time frame required to make a decision.

#### **5. SPECIALIST SKILLS AND KNOWLEDGE**

The skills and knowledge required to perform the duties of the position include:

- The ability to read and interpret legislation.



- Knowledge of specific environmental, public health, local government and other related legislation, policies and codes of practice.
- The ability to carry out the requirements of the specified Acts and Regulations in a way that will maintain a healthy quality of life for the residents of the Shire and a clean and sustainable environment.
- To have highly developed organisational and problem solving skills
- Decision-making and analytical skills
- The ability to communicate with all members of the community in a professional way with discretion, tact and patience.
- Ability to use Microsoft Office and other IT systems.
- Current drivers licence
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.

## **6. MANAGEMENT SKILLS**

The required management skills include:

- Managing time, meeting deadlines and prioritising work without supervision.
- Ability to promote increased productivity and the effective use of technology to improve efficiency and service to the public.

## **7. INTERPERSONAL SKILLS**

Interpersonal skills include:

- Demonstrated interpersonal and communication skills, including the ability to effectively communicate verbally and in written reports and letters with clients, staff and the public.
- Ability to resolve problems both internally and externally with clients, Council and staff.
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Demonstrated ability in developing a customer service focus to service delivery.



- Communication skills including written, oral and negotiation.

## **8. QUALIFICATIONS AND EXPERIENCE**

The qualifications and experience required for the position include:

- Completion of a Bachelor of Applied Science (Environmental Health) or other qualification recognised pursuant to S29(3) of the Public Health and Wellbeing Act 2008.
- Demonstrated experience in the health services field particularly in the areas of food safety and public health nuisance assessment.
- Experience in assessing rural, urban and coastal, industrial and commercial developments as they relate to health matters.
- Experience in the use of Microsoft Word, Excel and Outlook.

## **9. SELECTION CRITERIA**

- Completion of a Bachelor of Applied Science (Environmental Health) or other qualification recognised pursuant to S29(3) of the Public Health and Wellbeing Act 2008.
- Demonstrated experience in the Environmental Health field particularly in the areas of food safety and public health nuisance assessment.
- Knowledge of specific environmental, public health, local government and other related legislation, policies and codes of practice.
- Problem solving skills, decision-making and analytical skills.
- Communication skills including written, oral and negotiation.
- Proficiency in the use of Microsoft Word, Excel and Outlook and corporate information technology.
- A high standard of personal presentation/image in order to represent Council as a professional business like organisation.
- Current drivers licence



## 10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

<b>Agreement:</b>	
I hereby accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.	
Name (Please print):	
Signature:	Date: