

# Position Description

<b>POSITION</b>	<b>Environmental Health Officer</b>	
<b>REPORTS TO</b>	Team Leader Environmental Health	
<b>DIRECTORATE</b>	Sustainable Environment and Economy	
<b>BRANCH</b>	Public and Environmental Services	
<b>CLASSIFICATION</b>	Grade 8/9	
<b>STAFF</b>	Nil	
<b>CONTACTS</b>	<b>Internal</b> General Management and staff at all levels	<b>External</b> Customers Consultants Contractors Government Departments Community Organisations Courts

## Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

## Position Objective

To deliver a high level of service in the provision of specialist environmental advice and assist to deliver quality outcomes in Environmental Health programs

## Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with  
enthusiasm and  
purpose**



**We are open,  
honest and  
respectful**



**We foster  
wellbeing and  
creativity**



**We achieve our  
goals and  
succeed together**

# Key Responsibilities

## Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

## Operations Management

### Grade 8 level - Assist in:

- Investigations, inspections and report findings on a variety of Environmental Health related activities. Including, for example on-site sewage management, public health, food hygiene, public swimming pools and spas, skin penetration activities, storm water, environmental management, noise and other environmental management practices.
- Assessing environmental health related applications and make recommendations on environmental health components of broader development and other applications.
- Providing timely accurate professional advice, assistance and communication to a variety of stakeholders on a variety of Environmental Health related activities.
- Recommending enforcement action and potentially represent Council at court, as required.
- The formulation and implementation of policies, procedures and management plans on Environmental Health related activities.
- Promoting effective community consultation on all aspects of Environmental Health related issues.

### Grade 9 level - Conduct:

- Investigations, inspections and report findings on a variety of Environmental Health related activities. Including, for example on-site sewage management, public health, food hygiene, public swimming pools and spas, skin penetration activities, storm water, environmental management, noise and other environmental management practices.
- Assessing environmental health related applications and make recommendations on environmental health components of broader development and other applications.
- Providing timely accurate professional advice, assistance and communication to a variety of stakeholders on a variety of Environmental Health related activities.
- Recommending enforcement action and potentially represent Council at court, as required.
- The formulation and implementation of policies, procedures and management plans on Environmental Health related activities.
- Promoting effective community consultation on all aspects of Environmental Health related issues.

## Financial Management

### Grade 8 level:

- Ensure compliance with delegations of the position is maintained.

### Grade 9 level:

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

## Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

## Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

## Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

## Qualifications

### Grade 8 level:

- Complete or near completion of a degree in environmental science or environmental health.
- Desirable: Completion or near completion of an accredited course recognised by Environmental Health Australia Ltd Accredited courses - [Environmental Health Australia Ltd Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://EnvironmentalHealthAustraliaLtd.eh.org.au)

### Grade 9 level:

- Tertiary qualifications in environmental science or environmental health.
- Desirable: Completion of an accredited course recognised by Environmental Health Australia Ltd Accredited courses - [Environmental Health Australia Ltd Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](http://EnvironmentalHealthAustraliaLtd.eh.org.au)

## Experience

### Grade 8 level:

- Work placement as part of a degree qualification, customer service or regulatory enforcement role.

### Grade 9 level:

- At least two (2) years' experience, preferably within Local Government, as an Environmental Health Officer in a regulatory enforcement agency setting.

## Knowledge

### Grade 8 level:

- Understanding of relevant legislation, standards, guidelines and policies as they apply to a variety on environmental health activities, including on-site sewage management, food, public health and environment matters.
- A sound working knowledge of Work Health & Safety requirements.

### Grade 9 level:

- A sound working knowledge of relevant legislation, standards, guidelines and policies as they apply to a variety of environmental health activities, including on-site sewage management, food, public health and environment matters.
- A sound working knowledge of Work Health & Safety requirements.

## Competencies

### Grade 8 level:

- Analyse complex information and make sound recommendations.
- Conduct inspections and prepare reports on relevant public or environmental health investigations
- Investigate and report environmental offences and recommend enforcement legislative requirements by due process of law. Attend court as a witness on behalf of Council.
- Assess and critique plans, designs and data pertaining to food safety, wastewater management and public health matters
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

### Grade 9 level:

- Conduct inspections and prepare reports on relevant environmental investigations.
- Investigate and report environmental offences and enforce legislative requirements by due process of law. Attend court as an expert witness on behalf of Council.
- Assess designs, site characteristics, nutrient modelling, water balances and “best practice” in relation to on-site sewage management.
- Operate relevant technical equipment including sound level meters, thermometers, water testing and environmental monitoring tools.
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

## Selection Criteria

### Essential Criteria

#### Grade 8 level:

- Tertiary qualifications (or near completion) in environmental health or environmental science or related disciplines.
- Skills in interpreting and responding to environmental health issues applying the relevant legislation.
- Sound knowledge, understanding and interpretation of environmental legislation.
- Demonstrated ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- High level interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint) and GIS.
- Current manual Drivers Licence.

#### Grade 9 level:

- Tertiary qualifications in environmental health, public health, environmental science/resource management or related discipline.
- Demonstrated skills in interpreting and responding to environmental health issues applying the relevant legislation as an environmental health officer.
- Demonstrated excellent knowledge, understanding and interpretation of environmental legislation.

- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- High level interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current Drivers Licence.

## Preferred Criteria

### Grade 8 level:

- Experience, including work placement as part of degree studies, as an environmental health officer in Local Government.
- Knowledge of environmental trends and concerns likely to affect health and compliance services.
- Commitment to and understanding of process improvement and sustainability principles.

### Grade 9 level:

- At least 2 years' experience as an environmental health officer in Local Government.
- Knowledge of environmental trends and concerns likely to affect health and compliance services.
- Experience in the application of State Environmental Planning Policy (SEPP) No.55
- Commitment to and understanding of process improvement and sustainability principles.

### PRESENT OCCUPANT:

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### SIGNATURE:

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### SUPERVISOR:

Team Leader Environmental Health

### SIGNATURE:

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*People and Culture use:*

National Criminal History Check  Working with Children Clearance

Functional Health Assessment  Immunisations