

Position Description

Environmental Health Officer







1. Position Identification

Position Title:	Environmental Health Officer	Position Number:	SEH006
Classification:	Band 6	Reports to:	Jessica Vickers
Directorate:	Corporate Services	Budget responsibility:	Nil
Department:	Risk Emergency & Community Safety	No. of direct reports:	Nil
Job Family:	Environmental Health Officer (EHO)	Delegation, Authorisations and Appointment:	Please refer to the list at the end of this document
Date Approved:	November 2016		

2. Yarra Ranges Corporate Values

We are a values based organisation and behave in a way that is consistent with our organisational values:

Our Values

-  Honesty and Trust
-  Clear and open communication
-  Creativity and Innovation
-  Customer Focus

Our Philosophy



We are committed to achieving excellence through improvement by applying the Business Excellence Framework.

3. Position Purpose

Contribute to delivering a range of public and environmental health services that aim to protect and promote health, prevent the incidence of infectious diseases, safeguard the environment and enhance quality of life in the community.

All positions will be required to undertake roles and activities related to Business Continuity and Emergency Management in preparation for and during times of crisis.

4. Key Responsibility Areas

Customer Service Provider – *Provides service directly to internal or external customers*

- Manage one's time and resources to ensure that work is completed efficiently and on schedule.
- Identify customer needs and clearly communicate to ensure that there is a shared understanding of the possible outcomes to be achieved.
- Clearly communicate instructions and information to food business proprietors and food safety supervisors including observations, identified hazards / food safety risks and effective control measures to minimize these risks.
- Provide advice, assess and approve plans and applications and inspect and approve new, transferred or renovated Public Health and Well Being Act premises i.e. hairdressers, beauty salons, tattooists, ear and body piercing establishments, caravan parks, school camps, tourist accommodation, hotels, motels, etc.

Food Safety

- Conduct food sampling in accordance with the teams food sampling plan and ensure that sampling data is submitted for analysis, the course of action and results are communicated to the proprietor.
- Investigate incidents and reports of food borne illness, adulterated and unwholesome food, collect evidence and specimens as required and ensure the course of action and results are communicated to the proprietor.

Wastewater

- Investigate and resolve complaints relating to defective and malfunctioning septic tank systems, issue notices and take appropriate legal action where necessary.
- Provide expert advice, conduct on site assessments and determine the suitability of septic tank and waste water treatment system proposals and issue permits in accordance with Environment Protection Act requirements, Codes of Practice and Australian Standards

Health Protection

- Investigate, assess and resolve reported alleged public health nuisances within the municipality.

External Consultant – *Provides expert advice about products and services to customers and external business partners*

- Build positive relationships with customers while meeting their needs and exceeding their expectations
- Communicate complex ideas to customers in an engaging way that helps them apply the information
- Analyze information to understand problems or opportunities, generate alternative solutions, and recommend appropriate actions
- Keep up with developments in an area of expertise and use this knowledge to recommend solutions
- Provide expert advice, conduct on site assessments and determine the suitability of septic tank and waste water treatment system proposals and issue permits in accordance with Environment Protection Act requirements, Codes of Practice and Australian Standards
- Liaise and consult with water retailers and government authorities in relation to waste water management issues, and in the development of plans, policies, and guidelines.
- Provide specialist advice related to public health and other environmental issues, such as wastewater treatment and amenity issues, such as noise, dust and odour to Council, other Council departments, contractors, development professionals and the public.
- Provide specialist advice to the public in relation to Food Act and Public Health and Wellbeing Act registered premises, wastewater treatment system installations, and public and environmental health nuisances.

- Develop and implement health promotion programs and education strategies to raise public health awareness.
- Participate in and contribute to local, regional and statewide initiatives and programs.

High-Involvement Team Member – *Works cooperatively with others to accomplish group goals*

- Help the team achieve its goals by sharing information, involving team members in decisions, and demonstrating commitment to the team.
- Anticipate problems or opportunities and take immediate action to address them.
- Set high standards of performance, quality, and accountability for oneself and others.
- Participate in the development and delivery of portfolio programs such as food sampling, tobacco education and enforcement, promotion and education.
- Develop & deliver food safety information forums and workshops
- Prepare and develop a range of Public Health Services publications and information.
- Research and prepare comprehensive reports and make recommendations on Public Health issues and other matters to the Team Leader Health Operations, Executive Officer Public Health Services and Management.
- Supervise, train and monitor new staff on policy and procedures relating to Public Health Team functions and operations.
- Participate in preparation, response and recovery activities for all emergencies associated with the Yarra Ranges Emergency Management Plan.
- Participate in the preparation, review and evaluation of Pandemic and Heatwave Plans.

Quality Assurance - *Examines materials, products, or work outputs for quality, accuracy, and completeness; responds quickly to correct quality problems.*

- Quickly absorb new information and apply it to quality assurance tasks.
- Analyze information to identify quality assurance problems and recommend corrective action.
- Watch over processes, materials, and outputs vigilantly to ensure accuracy, quality, and completeness.
- Review work tasks to ensure established procedures are followed accurately and carefully.
- Provide input into the development and review new and existing policies and procedures.
- Conduct Food Safety assessments of new, registered food premises being transferred for compliance with the Food Act and issue directions or take direct action where required in accordance with the Act and operational guidelines.
- Issue Public Health and Well Being Act directions and notices including Improvement or Prohibition Notices and instigate legal proceedings where necessary.
- Inspect and assess registered Public Health and Well Being Act premises to ensure compliance with the Public Health and Well Being Health Act 2008, Regulations, Codes of Practice and Standard operating procedures.
- Investigate, interview and report on individual infectious disease notifications or outbreaks as required by the Department of Health infectious disease investigation protocol.
- Input accurate notes and actions into relevant computer systems in accordance with operating guidelines.

Resilient Contributor - *Adapts to change; manages stress; and persists toward goals despite obstacles.*

- Approach change positively and adjust quickly when faced with changes in work responsibilities, processes, or environment
- Manage one's time and resources to ensure that work is completed efficiently and on schedule despite distractions or other obstacles

- Handle stress appropriately and maintain effective performance when facing pressure or opposition
- Persist in achieving goals when faced with obstacles by doubling efforts or trying multiple strategies

5. Position Specific Specialisations

Effectively interpret legislation relevant to the role and carry out statutory duties, powers and functions authorised, delegated or sub-delegated by the Council or CEO.

6. Position Banding Descriptors

Accountability and extent of authority

- The freedom to act is bound by policies, legislation, standards, codes of practice and/or budgets limited to programs and project managed
- Impact of decisions can be wider reaching across the organisation
- To provide policy advice and/or input into policy development, drafting, conducting benchmarking and/or research

Interpersonal Skills

- Liaise with counterparts in other organisations and employees to discuss specialised matters
- Gain cooperation from the public and/or other employees in the administration of well defined activities and in the supervision of employees

Judgement and decision making

- Tasks are less well defined, developed from theory or precedent, generally based on previous experience and may involve new application.
- Guidance and advice is usually available
- Problem solving is developed from theory or precedent and applied to new situations

Management

- Plan and organise work of supervised employees or contractors, within available resources and timetable, implementation of personnel policies may be required

Specialist Skills and Knowledge

- Understanding of the organisation's long term goals and context of the position's function in the organisational context
- Proficiency in theoretical or scientific principles

Qualifications and Experience

- Degree / Diploma or Tertiary qualifications with some relevant work experience

7. Position Specific Qualifications/Memberships

Bachelor of Applied Science (Environmental Health) or equivalent.

Membership or eligibility to join Environmental Health Professionals Australia.

8. Selection Criteria

The selection criteria for this position consists of the core and position specific competencies (behaviours):

8.1 Core Organisational Competencies

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals

Customer Focus

Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organisation's needs.

Continuous Improvement

Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.

8.2 Position Specific Competencies

Adaptability

Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

Decision Making

Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behavior to accommodate tasks, situations, and individuals involved.

Initiating Action

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive

Managing Work

Effectively managing one's time and resources to ensure that work is completed efficiently.

Technical/Professional Knowledge and Skills

Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.

Work Standards

Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

9. Conditions of Employment

Conditions of employment are in accordance with the Yarra Ranges Shire Council Enterprise Agreement 2016 and the Yarra Ranges Council Corporate Code of Conduct.

Applicants will require the following:

- Medical Check – please refer to the Physical Requirements Section for details
- Police Check - renewal required every 5 years
- Current Victorian Driver's licence

10. Physical Requirements

The position will require the physical ability to be able to:

- drive a car,
- enter uncontrolled environments (ie building sites , food premises kitchens, rural and residential properties),
- carry and use a 'sand depth probe' and other light weight technical equipment,
- use fluorescein drainage dye.

The position will require

- Periods of prolonged use of a computer and viewing a computer screen,
- Walking up steep inclines and on uneven ground, bending, squatting.

Positions with physical requirements may be required to undergo a pre-employment medical check.

This process assesses only the applicant's capacity to perform the routine tasks relevant to the functions of the position without injury to themselves or others. All information obtained will be handled with the utmost respect for confidentiality.

Please refer to our website www.yarraranges.vic.gov.au for more information on our Corporate Values, Diversity and Inclusion, Emergency Management and Occupational Health and Safety.

11. Delegation, Authorisations and Appointment:

Under [section 224](#) of the Local Government Act 1989 - appoints the officer to be an authorised officer for the administration and enforcement of: –

- [the Tobacco Act 1987](#)
- [the Emergency Management Act 1986](#)
- [the Food Act 1984](#)
- [the Public Health and Wellbeing Act 2008](#)^[1]
- [Part 14 of the Residential Tenancies Act 1997](#)
- [the Local Government Act 1989](#)
- the regulations made under each of those Acts
- the Local Laws ([General Provisions Local Law 2012](#), [Open Air Burning Local Law 2007](#) & [Meeting Procedures and Use of Common Seal Local Law 2015](#)) made under the Local Government Act 1989
- and any other Act, Regulation or local law that relates to the functions and powers of the Council
- under [section 21](#) of the Emergency Management Act 1986 – appoints the officer to be Municipal Emergency Resource Officer.
- under [section 48A](#) of the Environment Protection Act 1970 – appoints the officer to be an authorised officer for the purposes of section 48A.
- for the purposes of [section 20](#) of the Food Act 1984 - appoints the officer to be an authorised officer for the purposes of the Food Act 1984
- under [section 29](#) of the *Public Health and Wellbeing Act 2008*, - appoints the officer to be an Environmental Health Officer^[2] for the purposes of enforcing the *Public Health and Wellbeing Act 2008* and the *Food Act 1984*.
- [section 527](#) of the Residential Tenancies Act 1997
- sections [48A\(9\)\(c\)](#) and [59\(3\)](#) of the Environment Protection Act 1970
- [section 219](#) of the Public Health and Wellbeing Act 2008
- [section 45AC](#) of the Food Act 1984

^[1] Council only to appoint a person suitably qualified or trained under section 31(2).

^[2] Council must be sure that the EHO is suitably trained or qualified under section 31(2) of the *Public Health and Wellbeing Act 2008*.