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## Position Description

Environmental Health Officer

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## Position overview

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You will provide an efficient, responsive and responsible Environmental Health service and engender public confidence in Environmental Health matters. You will be required to promote the Alpine Shire as a customer-focused organisation at all times. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled, and able to consistently deliver operational services with a high degree of autonomy and professionalism in a tidy, organised and enjoyable environment.

## Classification and relationships

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<b>Classification:</b>	Band 6 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Environmental Health Coordinator
<b>Supervises:</b>	Nil

## Key duties and responsibilities

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### Accountability and extent of authority

### Statutory requirements

- Undertake all relevant statutory functions and ensure that the relevant requirements of (in particular) the *Public Health and Wellbeing Act 2008*, *Food Act 1984*, including *Environment Protection Act 2017*, *Tobacco Act 1987*, *Residential Tenancies Act 1997* and *Local Government Act 2020* are complied with as well as relevant statutory functions of other statutes.
- Undertake prosecutions under the *Food Act 1984* and *Public Health and Wellbeing Act 2008* or under other statutes (as directed by Council), on behalf of Council.

### Food Surveillance

- Perform inspections to ensure food meets standards demanded by the consumer, including a registration, audit and assessment program for all Food Act premises, as well as food sampling and analysis.
- Process the approval of food premises and compliance checks of food safety plans.
- Assist with education and awareness programs to increase in the understanding of safe practices for food hygiene and handling by people involved in the sale of food for human consumption.

## Infectious Disease

- Assist with the implementation of procedures to control the incidence of infectious diseases in the community through effective prevention-based monitoring and education programs.
- Participate in a monitoring program for Health Registered Premises, including accommodation premises, hairdressers, beauty parlours, skin penetration premises (and the like) and caravan parks.
- Assist with Council's diabetes sharps container supply and disposal program to residents of the Municipality, including disposal of all infectious wastes (including sharps) in accordance with the Environment Protection Authority requirements.
- Assist in public swimming pool and spa monitoring program to ensure compliance with infectious disease regulations.
- As requested, respond to notifications of infectious diseases in accordance with the Department of Health and Human Services protocol.

## Environmental Protection / Emergency Management

- Monitor and provide advice on wastewater and wastewater management systems.
- Under supervision assess and approve septic tank installations and alterations and wastewater management systems in accordance with *the Environment Protection Act 2017*, Code of Practice – Onsite Wastewater Management and Council's DWMP
- Provide advice on European Wasp eradication on private property, as well as ensuring eradication on Council properties. Co-operate with the government departments in the biological control of European Wasps.
- Under supervision enforce Council's relevant Local Laws.
- Provide advice to the community on environmental and pest control issues.
- During an emergency, assist to advise and act on public health issues to prevent or minimise outbreak of disease.
- Assist and monitor caravan park emergency management plans required for caravan park registration and liaise with emergency service organisations to review and audit the plans when required.

## Health Promotion/Education

- Provide advice, assistance and referral where necessary to the community and Council on public health issues.

## Legislation

- *Public Health and Wellbeing Act 2008, Environmental Protection Act 2017, Food Act 1984, Tobacco Act 1987, Local Government Act 2020 and Residential Tenancies Act 1997.*

## Other duties

- Ensure compliance with all business policies and procedures.
- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- Work within budget guidelines
- From time to time the employee may be directed by the Manager or Coordinator to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- Be willing to undertake training relevant to the position.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

## Judgement and decision making

- Required to determine individual work priorities, expenditures and practices in order to meet statutory obligations and achieve set objectives.
- Exercise judgment in environmental health related matters.
- Objectives of the work are usually well-defined, but discretion may be applied as to the particular method used to complete work tasks.
- Provide input into policy and procedure development.
- Guidance and advice are usually available to assist in decision making and problem solving from the Environmental Health Coordinator or department Manager.
- Use discretion, initiative and experience from previously encountered situations.
- Perform tasks from a range of techniques, systems, equipment, methods or processes.
- Ability to determine appropriate action in relation to service enquiry including selecting from a range of alternative courses of actions or referring to appropriate Council Officer or community agency.
- Ability to recognise sensitive and/or potential serious citizen service problems and deal with these in an appropriate manner.

## Management skills

- Ability to work unsupervised.
- Demonstrated skills in handling a variety of work tasks.
- Ability to efficiently implement daily and weekly workloads.
- Well-developed organisational skills and the ability to plan and coordinate competing activities and resources to achieve agreed outcomes.
- Well-developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Knowledge of and ability to implement Equal Employment Opportunities, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to promote a teamwork approach.
- Ability to public confidence with a strong customer focus.
- Proficient record keeping, administrative and computer skills.

## Interpersonal skills

- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to liaise with external customers to discuss environmental health matters.
- Good written and verbal communication skills and ability to write reports and prepare external correspondence.
- Display and promote a positive image of Council with both internal and external customers through communication, appearance, attitude and performance of tasks.
- Respond positively and enthusiastically to assigned tasks.
- Be able to gain co-operation and assistance from other employees.
- Be able to identify problems, suggest solutions and make improvements work independently and as part of a team.
- Be willing to seek guidance and advice when required.

## Expertise

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### Qualifications

- Degree qualifications in Environmental Health or relevant tertiary qualifications in Environmental Health or equivalent, including eligibility to be a member of Environmental Health Professionals Australia Ltd
- Valid Working with Children Check and Police clearance checks.
- Driver licence.

### Experience

- Minimum of 2 year's experience in Environmental Health at a State or Local Government level
- Local Government experience is highly desirable.
- Demonstrated ability to provide high quality work and customer service.

### Specialist skills and knowledge

- Knowledge of the *Public Health and Wellbeing Act 2008*, *The Food Act 1984*, *The Tobacco Act 1987* (and its reforms), *Environmental Protection Act 2017* in respect to Septic Tank Systems, Australian Standards, Local Laws, Government and Council Policies
- Knowledge of the enforcement process including notices & orders, penalties, and an understanding of the legal process for prosecutions
- Understanding of long-term goals and policies of the unit and wider organisation.
- Ability to provide good interpersonal, verbal and written communication
- The ability to handle customer inquiries in a courteous manner whilst resolving issues
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Advanced knowledge of, and ability to effectively use relevant technology systems and applications relating to key responsibilities.

## Health, safety and risk duties and responsibilities

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Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

## Physical requirements

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Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.
- You will be required to carry out inspections of premises and will therefore be exposed to those conditions normally encountered in an outdoor Environment.