

Position Description

Date Reviewed:	April 2024	
Position:	Senior Environmental Health Officer	
Business Unit:	Environment & Health	
Directorate:	Planning & Environment	
Location:	Civic Centre	
Reports to:	Environmental Health & Compliance Coordinator	
Direct Reports:	1	
Remuneration:	Grade 12	
Award Classification:	Band 3 Level 3	
Hours of Work:	35 Hours Per Week 8:30am – 5pm 43 minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council’s Flex First Procedure.
Vehicle:	Vehicle provided with option of leaseback arrangement as a discretionary benefit.	
Delegation Authority of Position:	Deemed Designated Person in accordance with Section 441 of Local Government Act 1993. This requires completion of an annual disclosure of interest return in accordance with Section 449 of the Act.	
Other Requirements:	Nil	

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Council Overview

Goulburn Mulwaree Council is a local government area located in the Southern Tablelands of New South Wales, encompassing Goulburn, Marulan, Tarago, Towrang and other villages. The council was formed in 2004 as the Greater Argyle Council as an amalgamation of Goulburn City and parts of the former Mulwaree Shire. It was renamed in 2005 to Goulburn Mulwaree Council. Goulburn Mulwaree Council encompasses a land area of 3223 square kilometres and has a current population of 30,852 people.

The region produced over \$1.45 billion in Gross Regional Product in 2018 with our largest employing industries being Health Care & Social Assistance, Retail Trade, Public Administration & Safety and Construction.

Council is responsible for the provision of water, sewer, and waste services along with maintenance of the region's road networks and construction of an exciting capital works program which is delivering projects such as a redeveloped Aquatic Centre, new Performing Arts Centre and the popular Adventure Playground. Council also manages the Goulburn Library, Community Centre, Water Works, Museums, Visitor Information Centre and other cultural facilities.

Position Statement

This position is to coordinate and be accountable for the delivery of Environmental, Compliance & Public Health monitoring, inspection and enforcement programs as directed and is responsible for the ongoing supervision and mentoring of the direct reports.

Essential Selection Criteria

- Tertiary qualifications in Environmental Health or equivalent
- Extensive knowledge and experience in the enforcement of the provisions of the Food Act, Public Health Act, Local Government Act, Environmental Planning & Assessment Act, Protection of the Environment Operations Act, Impounding Act and other relevant legislation
- Demonstrated staff mentoring and management skills to plan, monitor and supervise functions of a professional/technical team
- Demonstrated excellent oral and written communication skills and experience in negotiating and consulting with stakeholders and customers for successful resolutions
- Demonstrated ability to work without supervision to meet statutory and organisational targets
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission
- Class C Drivers Licence

Desirable Selection Criteria

- Previous experience and demonstrated ability in managing complex enforcement and legal actions including the coordination of legal proceedings
- Demonstrated ability to develop, implement and manage community education and monitoring programs
- Demonstrated ability to work effectively as part of a team and across organisational Business Units
- Completion of an Environmental Health degree accredited by Environmental Health Australia

Position Duties

Supervisory duties:

- Co-ordinate the program functions of the Environmental Health & Compliance Team in order to ensure that the functions of the team are in accordance with statutory requirements, Council policy, and any performance requirements of this position description.
- Provide guidance, support, mentoring, coaching, training and management to staff within the Team, in particular for any Trainee positions and direct reports.
- Ensure the team is motivated and trained to support internal and external customers and to deliver exceptional service by identifying, responding and satisfying customer needs in a timely and professional manner.
- Ensure policy and procedures relevant to the operation of the team are developed, documented, implemented, communicated and regularly updated.
- Develop systems with staff to improve service delivery within available resources.
- Participate, assist and where required facilitate team meetings and reviews of procedures, policies and monitoring program implementation
- Attend Committee meetings of Council and represent Council at other meetings, forums and court matters as required by the Environmental Health & Compliance Coordinator.
- Prepare reports as necessary for Council and its committees as directed by the Environmental Health & Compliance Coordinator
- Undertake any special projects as required by the Environmental Health & Compliance Coordinator
- Perform higher grade duties including Acting in Environmental Health & Compliance Coordinator role as required
- Champion and role model the Council vision and values (one team delivering with PRIDE) to enhance team culture and performance

Customer Service

- Work as part of a team within the Planning & Environment directorate to provide an effective service to Council and customers
- Ensure customer service standards are met including the resolution of customer issues within statutes, regulations and Council policy
- Provide accurate, timely and professional technical advice to Council and its committees, including the Planning & Environment Directorate staff as required.
- Establish and promote strong engagement processes between departments and the community to ensure meaningful outcomes for the community are achieved
- Provide information and advice to customers on potential breaches of legislation
- Respond to enquiries and provide assistance to customers on environmental and public health matters
- Liaise with relevant statutory bodies on enforcement matters likely to have an impact on those agencies

Technical Services

- Routinely monitor and enforce the provisions of the Protection of the Environment Operations Act, Environmental Planning and Assessment Act, Local Government Act, Food Act & Standards, Public Health Act and other legislation as required within the limitations of the delegations for the position
- Provide technical advice and support across the organisation on environmental, compliance and public health matters
- Be responsible for the management and delivery of Environment & Public Health Programs by the E&H team
- Conduct detailed investigations, gather evidence and prepare briefs for action, enforcement or prosecution
- Issue, notices orders and penalty infringements for breaches of relevant legislation as required
- Undertake ongoing professional development training approved by Council
- Carry out other duties that are within the limits of the employees skills, competence and ability as required by Goulburn Mulwaree Council
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	<ul style="list-style-type: none"> • Demonstrated ability to identify and implement new initiatives to achieve process improvements and productivity gains • Demonstrated effective team leadership and coordination of workflow processes including the ability to coordinate staff workloads and leave arrangements • Demonstrated ability to meet reporting obligations to Council, state government agencies and internal customers • Demonstrated ability to develop, implement and/ or review environmental health strategies, procedures or policies as required
Level 2:	<ul style="list-style-type: none"> • Demonstrated ability to meet deadlines for organisational tasks such as the preparation of the Council and organisational reports and management plan tasks • Demonstrated ability to develop, implement and manage projects or programs in environmental, public health and/ or development control disciplines • Demonstrated ability to mentor and supervise the professional development of Trainee/ staff members and direct reports • Demonstrated ability to provide input into Council's management plan for the Business Unit
Level 3:	<ul style="list-style-type: none"> • Demonstrated ability to identify, develop and implement individual staff development and performance programs across the business unit • Demonstrated experience acting in higher grade position • Demonstrated ability to coordinate legal proceedings including preparation of briefs of evidence
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

Supervisors, Superintendents, Team Leaders	
Responsibilities:	Performance Measures:
All Supervisors are also considered as, and hold the WHS responsibilities of Workers	Refer to sheet, WHS Responsibilities and Performance Measures, All Employees/Workers.
Ensure all appropriate actions are taken to implement the WHS Policy and procedures to satisfy legislative requirements.	Staff are aware of all WHS related Policies, procedures and management systems.
Provide feedback to Managers with respect to performance monitoring and compliance with KPIs.	A reporting process to the relevant Manager has been developed for performance monitoring purposes.
Ensure staff are provided with specific WHS job/workplace training as part of their induction.	New employees have been provided with specific WHS job/workplace training.
Ensure staff use and maintain personal protective equipment (PPE) where required.	Evidence sighted that staff have appropriate PPE for job function and that PPE is used and maintained.
Hold meetings with staff to discuss WHS requirements	Evidence that regular toolbox meetings are held with staff to discuss WHS requirements (minutes kept and recorded)
Participate in incident investigations and reporting.	Evidence of assistance provided to Manager in relation to incident investigation when requested.
In consultation with workers, carry out site specific Risk Assessments and develop Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) where required.	Evidence that site specific risk assessments have been completed. Evidence that Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) have been developed where required. Evidence of consultation with workers.
Ensure staff performs work in accordance with Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participation in formal and informal discussions, workplace inspections, hazard identification and risk assessments Contractor / visitor are subject to WHS induction.
Knowledge of WHS and related legislation	Attendance at WHS training sessions

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	✓				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					✓
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.		✓			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle Types of vehicles:				✓	
Driving	Tasks involve driving vehicle on unsealed roads.				✓	
Sitting	Tasks involve remaining in a seated position during task performance				✓	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	✓				
Walking/Running	Tasks involve walking or running on even surfaces				✓	
	Tasks involve walking on uneven surfaces				✓	
	Tasks involve walking up steep slopes				✓	
	Tasks involve walking down steep slopes				✓	
	Tasks involve walking whilst pushing/pulling objects	✓				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.					✓
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					✓
	1. Light lifting/carrying (0-9 Kg)	✓				
	2. Moderate lifting/carrying (10-15 Kg)					✓
	3. Heavy lifting/carrying (16 Kg and above)					✓
Digging	Tasks involving manual digging					✓
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				✓	
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.				✓	
Sensory Demands						
Sight	Tasks involve use of eyes (sight) as an integral part of task				✓	

Demands	Description	Frequency				
		O	F	C	R	N/A
	performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night.					
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals	✓				
Taste	Tasks involve use of taste as an integral part of task performance					✓
Touch	Tasks involve use of touch as an integral part of task performance	✓				
Psychological Demands						
	Working with animals					✓
	Dealing with dead or injured animals etc.					✓
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)				✓	
	Tasks involve interacting with distressed or angry people				✓	
	Tasks involve interacting with people with mental illness/disability				✓	
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust	✓				
Gases	Tasks involve working with gases	✓				
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc	✓				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis	✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.					✓
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					✓
Sunlight	Exposure to sunlight				✓	
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room				✓	
Confined Spaces	Tasks involve working in confined spaces					✓
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces				✓	
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					✓
Heights	Tasks involve working at heights below knee level and/or above shoulder height.					✓
Manual Handling	Tasks involve manual handling.				✓	
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.				✓	

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	