



Develop your career with Cairns Regional Council, an innovative employer that listens, respects and values your contribution. We're proud of our community and the key role you can play in making the Cairns region a great place to live, work and learn. Our commitment to high quality services means that we need talented, committed people – we need you!

Applications are hereby invited for the following position:

## Environmental Health Officer

**REQUISITION NUMBER: 193**

**LOCATION: Council Chambers, Portsmith**

**SALARY RANGE: \$73,207.22 - \$90,595.22 per annum**

**APPLICATIONS CLOSE: Sunday 7 July 2024**

*Applicants must submit a separate application for each vacancy and quote the Reference Number.*

As part of the selection process applicants may be required to undertake some or all of the following pre-employment assessments / checks:

- Pre-employment Medical, which will include a drug and alcohol test.
- National Police / Criminal History Check.
- Directorship Check.
- Right to Work in Australia Check.
- Qualification / Licence Verification.
- Working with Children & Young People (Blue Card) Verification.
- Practical Assessment.
- Numeracy and Literacy Assessment.
- Computer Skills Assessment.

**Your application must consist of the following information:**

### CHECKLIST

- Covering Letter addressing the three main elements under the selection criteria:
  - ☞ **Qualifications**
  - ☞ **Knowledge, Skills and Expertise**
  - ☞ **People Oriented Skills and Attributes**
- Copy of Current Resume

Applications should be addressed to:

**Director People & Organisational Performance  
Cairns Regional Council**

*Applications must be submitted online at:*

**[Vacancies & Applications | Cairns Regional Council](#)**

**CAIRNS REGIONAL COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER, PROMOTING  
WORKPLACE DIVERSITY AND A SAFETY CULTURE WITH A SMOKE FREE ENVIRONMENT**

*Agency applications are not being accepted at this stage.*

## CAIRNS REGIONAL COUNCIL GENERAL CONDITIONS OF EMPLOYMENT

<b><u>POSITION:</u></b>	Environmental Health Officer – CD221 Requisition Number - 193
<b><u>POSITION STATUS:</u></b>	Full-Time Permanent
<b><u>LOCATION:</u></b>	Council Chambers, 119 – 145 Spence Street, Portsmith
<b><u>AWARD:</u></b>	Queensland Local Government Industry (Stream A) Award – State 2017.
<b><u>CLASSIFICATION:</u></b>	Level 3 / 4 / 5
<b><u>SALARY RANGE:</u></b>	\$73,207.22 - \$90,595.22 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable \$659.00 with no dependants and \$1,318.00 with dependants.
<b><u>LEAVE:</u></b>	Up to Five (5) weeks annual leave and three (3) weeks sick leave may apply dependent on roster pattern. Annual Leave Loading applies.
<b><u>WORK PATTERN:</u></b>	A nine (9) day fortnight rostered day off systems applies.
<b><u>SUPERANNUATION:</u></b>	Contributions to superannuation are available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions: employee at 6% of salary, Superannuation Guarantee at 11% and Council additional contribution at 1%. If you choose not to contribute towards superannuation within the first twelve (12) months of service; Superannuation Guarantee will be at 11% of your salary.
<b><u>PRE-EMPLOYMENT ASSESSMENT:</u></b>	As part of the selection process applicants may be required to undertake some or all of the following assessments / checks: <ul style="list-style-type: none"><li>○ Pre-employment Medical, which will include a drug and alcohol test.</li><li>○ National Police / Criminal History Check.</li><li>○ Directorship Check</li><li>○ Right to Work in Australia Check</li><li>○ Working with Children &amp; Young People (Blue Card) Verification</li><li>○ Qualification / Licence Verification</li><li>○ Practical Assessment</li><li>○ Numeracy and Literacy Assessment</li><li>○ Computer Skills Assessment</li></ul>
<b><u>EMPLOYMENT ELIGIBILITY:</u></b>	To be eligible to apply for a position at Cairns Regional Council, you must fulfil one of the following criteria: <ul style="list-style-type: none"><li>○ Australian Citizen</li><li>○ Permanent resident of Australia</li><li>○ New Zealand Citizen</li><li>○ Entitlement to work visa</li></ul>
<b><u>PROBATION PERIOD:</u></b>	A six (6) month probationary period will apply to the successful candidate.
<b><u>CLOSING DATE:</u></b>	Sunday 7 July 2024 at 11.30pm AEST

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making a move?**

**CAIRNS**  
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<b><u>POSITION:</u></b>	Environmental Health Officer
<b><u>DIRECTORATE:</u></b>	Planning, Growth & Sustainability
<b><u>BRANCH:</u></b>	Licensing & Compliance
<b><u>UNIT:</u></b>	Property, Health & Licensing (Environmental Health)
<b><u>ORGANISATIONAL RELATIONSHIP:</u></b>	Reports to Supervisor Environmental Health (CD390) Supervises: Nil
<b><u>AWARD CLASSIFICATION:</u></b>	Level 3 / 4 / 5
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	Qld Local Government Industry (Stream A) Award – State 2017. Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<b><u>HOURS OF DUTY:</u></b>	Nominally 72.5 hours, 9 day fortnight as per agreement.
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>WORK HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	Council wants all staff to 'Go home safe and well today and everyday' and at all times stay within the 'Safety Circle' by taking reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<b><u>JOB DEMAND CATEGORY:</u></b>	Category - Light
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>To administer Council's roles and responsibilities under the <i>Food Act 2006</i>, <i>Public Health Act 2005</i>, <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>, <i>Environmental Protection Act 1994</i>, Council local laws and other relevant legislation to a high standard.</li></ul>
<b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>	Duties and responsibilities include but are not limited to: Level 3 <ul style="list-style-type: none"><li>Assess and process applications made under the <i>Food Act 2006</i>, <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>, Council local laws and other relevant legislation to a competent standard.</li><li>Conduct inspections and monitoring of licensed and regulated activities to ensure compliance with relevant legislation in a fair, consistent and efficient manner.</li><li>Respond to customer enquiries in a professional and timely manner in accordance with Council policies and procedures.</li><li>Investigate complaints and alleged breaches of relevant Environmental Health legislation.</li><li>Undertake enforcement actions in accordance with legislative requirements, Council policies and procedures.</li><li>Gather evidence and assist in the preparation of reports and briefs for legal proceedings.</li><li>Undertake Environmental Health programs including education and awareness programs as required.</li><li>Participate in Council's emergency Environmental Health on-call service and after-hours inspection programs as required.</li><li>Provide excellent customer service and actively work to resolve customer requests in a fair and timely manner.</li><li>Any other duties as required by the relevant Supervisor, Coordinator, Executive Manager or Director.</li></ul>

# Position Description

- Maintain accurate records relating to work carried out and ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

## Level 4

In addition to the key duties and responsibilities listed for Level 3 above, a Level 4 officer has the following key duties and responsibilities.

- Contribute to the development and implementation of environmental health programs and business improvement initiatives as required.
- Undertake environmental health related projects that achieve desired outcomes within allocated timeframes.
- Work autonomously to high standard under limited direction.

## Level 5

In addition to the key duties and responsibilities listed for Level 3 and Level 4 above, a Level 5 officer has the following key duties and responsibilities.

- Undertake complex investigations and enforcement actions to achieve outcomes to a high standard.
- Provide expert advice, guidance, mentoring and support on environmental health related matters to Council, businesses, industry and Level 3 and 4 Environmental Health Officers.
- Assist in the development and implementation of processes and procedures.
- Lead high level projects and prepare detailed reports based on extensive knowledge and experience of environmental health legislation, policies and procedures.
- Act in the Senior Environmental Health Officer or Supervisor Environmental Health role as required.

## **SELECTION CRITERIA:**

### **Essential:**

#### Qualifications & Licences

- Bachelor of Science (Environmental Health) or equivalent tertiary qualifications in an environmental health related field that qualifies for full membership of Environmental Health Australia.
- Class C driver's licence to travel independently between various sites within the Council Region.

#### Knowledge, Skills & Expertise

- Knowledge of the *Food Act 2006*, *Public Health Act 2005*, *Public Health (Infection Control for Personal Appearance Services) Act 2003*, *Environmental Protection Act 1994*, Council Local Laws and relevant legislation including their relationship to other legislation.
- Proven ability to set and meet timelines as set by legislation and departmental Key Performance Indicators.
- Good written and verbal communication skills.
- Demonstrated methodical approach to work and accuracy in record keeping.
- Excellent time management skills.

#### People Oriented Skills & Attributes

- Demonstrated Customer service focus.
- Demonstrated ability to work effectively both independently and as part of a team.

## Position Description

- Demonstrated commitment to being a team member that supports motivates and participates in team discussions to achieve the team goals and corporate responsibilities.
- Communication and negotiation skills to maintain working relationships with a range of internal and external customers.
- Capacity to exercise discretion.

**Desirable:**

Knowledge, Skills & Expertise

- Demonstrated experience as an Environmental Health Officer.
- Demonstrated high level computer skills including experience with Microsoft Office applications and other local government information systems.
- Demonstrated experience in the preparation and delivery of educational and promotional material.

Vaccinations

- Hepatitis A & B, Tetanus and Covid-19.

**PERFORMANCE INDICATORS:**

It is expected the incumbent will:

- Process applications in a competent and efficient manner and in accordance with legislative timeframes.
- Complete the required number of inspections to the satisfaction of the relevant Supervisor or Coordinator.
- Investigate and respond to customer enquiries and complaints in a competent, efficient and sensitive manner and within allocated timeframes.
- Maintain a high standard of customer service for both internal and external customers.
- Maintain detailed and accurate records of all work undertaken.
- Contribute to the effective operations of the Environmental Health team.
- Maintain a high standard of:
  - Professionalism
  - Written and personal communication
  - Personal presentation