

Position description

Position title	Environmental Health Officer
Personnel area	Lifestyle and Community Services
Branch	Compliance and Regulatory Services
Reports to	Environmental Health Team Leader
Classification	Band 4
Industrial Instrument	Salaried Staff Award

Eligibility

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

Primary position purpose

Act as an authorised officer and exercise delegated powers for legislation, relevant to environmental health. Ensure outcomes comply with relevant legislation, standards, policy, and conditions of approval.

This is a developmental position (broad banded position across Bands 4-5). An employee appointed to a broad banded position who has reached the top incremental pay point in Band 4 and has achieved their goals as outlined in their performance leadership process may progress to a Band (5) position with the approval of the Delegate.

Key accountabilities

1. Lead and role model customer focused behaviour by treating Customers with honesty, fairness, sensitivity and dignity.
2. Work in partnership with your team leader to agree performance standards and mutual expectations. Give and receive regular feedback to enable performance to be improved and take personal responsibility for optimising your potential within Council.
3. Assess and make decisions with respect to relevant applications in accordance with relevant legislation, policy, guidelines, standards of service and where required escalate complex and/or sensitive issues. Applications may include detailed design, licence, suitability, material change of use.
4. Act as a delegate of Brisbane City Council and perform requirements of an authorised officer under relevant legislation.
5. Interpret, apply and ensure compliance with relevant legislation, standards and approvals.
6. Evaluate technical reports and assessments, provide advice and make appropriate recommendations and/or decisions.
7. Prepare memorandums, briefing documents, reports and submissions and present these to delegates, management, teams and committees.
8. Provide a high level of customer service and provide sound advice to internal and external customers and stakeholders, in order to achieve sound environmental health outcomes.
9. Develop operational guidelines, procedures, customer information and educational materials relevant to environmental health and participate in community consultation programs where required.

10. Participate in the Council's workplace reform and strategic planning agendas, namely in the continuous improvement of programs and projects.
11. Secure quality evidence of non-compliance to allow enforcement action to commence and present evidence in judicial forums.
12. Work as an effective team member and seek advice, support and mentoring where applicable.

NOTE:

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their band level, in any area of Council.

Employees may be required to work at any Council location and work at locations other than the designated place of work.

Employees are required to hold a current 'C' class driver's licence.

Employees are required to participate in the on call roster and reasonable overtime where required.

Position dimensions

Key relationships and influences	
Who	Why
Internal	
Divisional Management Team	Provide key deliverables outlined in key accountabilities and primary position purpose.
Staff and Management within the Division	This role requires political sensitivity and interaction with the elected representatives.
Other Divisions of Council	Facilitating outcomes in a One Council environment.
External	
People who live, work, study or visit Brisbane	This position delivers services directly to the people who live, work, study or visit Brisbane.
Elected Council Members	This position delivers services directly to Elected Council Members.

Resources and Budgets			
Resources		Budget	
Direct Reports	nil	Operation expenditure	nil
Indirect Reports	nil	Capital expenditure	nil
Total	<u>nil</u>	Human Resource expenditure	nil
Assets	nil	Other expenditure	nil
Financial Delegation	nil	Income -Fees and Charges	nil
HR Delegation	nil	Other Income	nil

Position capabilities

Capabilities for the role

The Brisbane City Council capability framework is in development. Over time positions will have mandatory, foundational and functional capabilities. Mandatory capabilities are essential at commencement in a position.

Mandatory	Description
Criminal History Check	Due to the requirements of this role a criminal history check will be undertaken on preferred applicants. A criminal history does not necessarily preclude an applicant from appointment.
Tertiary Qualification	Tertiary qualification in environmental health or equivalent
Driver Licence	Employees are required to hold a current 'C' class driver's licence.

Foundational					
Capability group	Capability name	Level	Capability group	Capability name	Level
In development	In development				
Functional					
Capability group	Capability name	Level	Capability group	Capability name	Level
In development	In development				

Organisational accountabilities

Be familiar with and follow the spirit and content of **Council's Code of Conduct**. A copy of this is provided with your appointment letter if successful, or can be accessed on Council's Performance and Conduct site.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Inclusion Blueprint, Awards and Enterprise Agreements, City of Brisbane Act, Council Local Laws and Anti-Discrimination legislation
- Council's Values and Behaviours
- Council's Zero Harm Policy Statement
- Workplace Health and Safety (WHS) legislation
- Relevant WHS Responsibility Statement
- Brisbane's Customer Charter.

Consider all aspects of Zero Harm, including wellness, safety and health, appropriate to your position, as a requirement of Council's Zero Harm Management system.

Be familiar with our [Corporate Plan](#) as it serves as the guide for how Council will deliver services and activities for the next five years. It sets the medium-term objectives to enable Council to continue to work together with the community and retain our thriving and sustainable city for future generations.

Key selection criteria

Essential:

1. Ability to contribute to team direction, give and receive feedback and achieve agreed performance standards in order to contribute to a culture of performance excellence.
2. Tertiary qualification in environmental health or equivalent that would allow eligibility for appointment as an authorised officer under relevant legislation.
3. Ability to manage and carry out assessments and investigations using sound knowledge of relevant legislation and standards.
4. Sound knowledge and understanding of the principles of environmental health and ecologically sustainable development.
5. Well-developed written and oral communication skills including an ability to negotiate and liaise with internal and external stakeholders to achieve acceptable and timely outcomes.
6. Sound research, analytical and problem-solving skills.

Desirable:

1. Eligibility for membership with Environmental Health Australia.
2. Post graduate qualification in environmental health or a related field.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.	
Manager name	Sean Hodgson

Manager signature		Date	
Employee name			
Employee signature		Date	

For office use only

Job Architecture		Classification Reclassification Committee	
Work Level	Team Member	CRC number	J96
Functional group	Science, Health and Community	Original CRC date	23 November 2004
Job family	Health and Allied Health Professional	Version:	Modified
Job	Environmental Health Officer	Modified date:	2/11/2015
ANZSCO	251311	Job ID	N/A