

# Gladstone Regional Council

## Position Description

<b>Position Title</b>	Environmental Health Cadet		
<b>Position No/s</b>	11580		
<b>Business Unit</b>	Customer Experience		
<b>Group</b>	Biosecurity & Environmental Health		
<b>Work Location</b>	Gladstone Office		
<b>Position Status</b>	Permanent Full Time		
<b>Classification Level</b>	Level A – Level D		
<b>Employment Conditions</b>	Gladstone Regional Council Certified Agreement		
<b>Award</b>	Local Government Industry (Stream A) Award - State 2017		
<b>Reporting Line</b>	Manager Biosecurity & Environmental Health	<b>Position No.</b>	11186
<b>Appointments Under Legislation</b>	Authorised Person and Local Government Worker		

### PART A

#### POSITION PURPOSE

The purpose of this position is to assist the Environmental Health team to effectively and efficiently monitor and assess the level of public health and environmental protection within the community, to ensure compliance with applicable standards.

#### POSITION RESPONSIBILITIES AND KEY ACCOUNTABILITIES

- Complete all on-the-job and off-the-job training requirements in a timely manner as necessary to successfully complete the required qualification.
- Assist with inspecting and auditing premises to assess compliance with legislative requirements, State and local, including food, noise management, infection control etc.
- Assist with responses to and investigating environmental health related complaints and enquiries.
- Assist with assessment and recommendations for approval of business licence applications.
- Assist with issuing legal notices, orders and instructions to ensure compliance with legislation.
- Assist with providing professional technical support and advice to customers, Council Staff, Contractors, Government Authorities and others, escalating matters outside of knowledge and experience.
- Assist in developing, implementing and coordinating Environmental Health Programs including attending and participating in education programs, displays and presentations.
- Assist in preparing, reviewing and amending operational procedures and guidelines.
- Assist with preparation and delivery of immunisation clinics as directed.
- Maintain an awareness of materials and products containing asbestos as outlined by current guidelines and report identified asbestos to the Environmental Health Specialist for removal by qualified persons where required.
- Assist in gathering evidence to support enforcement action as directed.
- Assist in activities to reduce or prevent public health risk including disaster or emergency situations as required.
- Promote the Environmental Health profession by attending conferences, seminars and university coordinated events when required.
- Required to exercise the legislative powers in relation to entry onto private property for the purposes of performing Council works and/or monitoring/enforcing the provisions of legislation.

### KEY INTERNAL AND EXTERNAL RELATIONSHIPS

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

- The Executive Leadership Team.
- General Manager Customer Experience.
- Manager Biosecurity and Environmental Health.
- Environmental Health Team.
- Other Council Business Units and Employees.
- Members of the public.
- Local businesses.

### ESSENTIAL REQUIREMENTS

1. Currently studying or eligible to enrol into a Bachelor of Public Health (Specialisation) or similar Bachelor degree related to Environmental Health.
2. Eligibility for membership of Environmental Health Australia.
3. Ability to develop knowledge and experience in interpreting and applying relevant legislation, Local Laws and Subordinate Local Laws.
4. Time management, planning and interpersonal skills to engage with others and meet regular and concurrent deadlines.
5. Demonstrated ability to work effectively in a team and independently.
6. Sound communication (oral and written) and interpersonal skills.
7. Proficient keyboard skills and experience using Microsoft Office Suite and operating corporate business systems.
8. Legally able to drive a motor vehicle in Queensland
9. Availability to work outside normal hours and travel as required.

### DESIRABLE QUALIFICATIONS AND EXPERIENCE

1. Previous local government experience.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires immunisation against Hepatitis A/B and Tetanus.

This position is required to work indoor and outdoor and will require periods of sitting at a desk and operating a computer and telephone. The position also requires the employee to work outdoors carrying out physical tasks which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, lifting, working in confined spaces, and working at heights.

### SUPERVISORY CONTROL AND EXTENT OF AUTHORITY

- This position works under direct supervision.

## PART B

### KEY PERFORMANCE STANDARDS AND EXPECTATIONS

- Develop, communicate, promote and inspire others to share ownership of and contribute to Council's vision and strategic goals.

# Gladstone Regional Council

## Position Description

- Role model Council's SERVICE values; maintain confidentiality and act in accordance with Council's Code of Conduct.
- Represent the business by promoting a positive image, ensuring customer-focused, efficient and safe service delivery.
- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Comply with and apply relevant legislation in the performance of duties ensuring directions and work undertaken is lawful.
- Maintain awareness and take responsibility for identifying and managing risks associated with performance of duties and escalate risks where required.
- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*.
- Remain abreast of statutory requirements of the *Work Health and Safety Act and Regulations 2011*, *Anti-Discrimination Act 1991*, *Information Privacy Act 2009* and *Right to Information Act 2009* and any other state and federal legislation delegated to Council.
- Understand and apply environmental standards, policies and procedures and take all reasonable and practicable measures to minimise harm to the environment including identification and reporting of environmental incidents.
- Ensure you and your colleagues comply with the *Work Health and Safety Act 2011*, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into Councils safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.

### ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Performance standards and expectations relating to this position will be detailed in relevant performance and review plans.

### POSITION APPROVAL

<b>Approved by:</b>	General Manager Customer Experience
<b>Revised Date:</b>	September 2024