



## Position Description Environmental Health Officer

### *Position Summary*

<b>Position Number:</b>	3104
<b>Reports to:</b>	Manager Planning and Regulatory Services
<b>Department:</b>	Planning and Community Development
<b>Review Date:</b>	October 2024
<b>Classification:</b>	Level 7
<b>Position Location:</b>	Kununurra Administration Office (20 Coolibah Drive, Kununurra)
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	All Shire staff
<b>External Liaison:</b>	Local, State and Federal Government Departments Private Sector Organisations Residents, Ratepayers and General Public
<b>Extent of Authority:</b>	Works within the confines of standards and procedures under the supervision of the Manager Planning and Regulatory Services

### *Our Vision*

Connecting our cultures, striving for prosperity, celebrating the spirit of country and community

### *Our Purpose*

To work with community to influence and lead change to deliver positive outcomes

### *Our Values*

**Open Communication** – We communicate openly with each other and our community

**Prioritising health, Safety and Wellbeing** – We are focused on the health and wellbeing of our colleagues and community

**Teamwork is key** – We work collaboratively to achieve shared goals

**Demonstrating Accountability** – We take responsibility for our actions and behaviours

**Respect one another** – We are respectful of people, ideas, culture and environment



## **Position Purpose**

This position is responsible for assisting in the implementation and maintenance of public health, environmental health and related services, programs and projects in accordance with statutory obligations, operational procedures and Council policies.

The role is also responsible for assisting with the delivery of quality environmental health services, ensuring compliance with statutory and regulatory requirements, and providing high standards of service within the organisation.

## **Key Selection Criteria**

### **Essential**

- Sound understanding and previous exposure to statutory health functions including assessment and compliance of environmental health matters, and ability to provide specialist advice and apply knowledge of relevant procedures, policies and activities;
- Sound knowledge and understanding of State Government Acts and Regulations, Shire Local Laws, Standards and Codes relating to environmental health;
- Excellent communication skills with the ability to communicate both verbally and in writing with a variety of internal and external parties;
- Sound time management skills including the ability to plan and organise own work, achieve set and agreed performance and service standards and meet deadlines;
- Excellent interpersonal, public relations and customer service skills, with the ability to liaise at all levels and work in a team environment;
- Excellent computer skills, including advanced word processing, spread sheeting and databases, and the ability to adapt to other computer applications relevant to the position;
- Demonstrated ability to gather data generated from corporate information related to environmental health matters, and prepare detailed reports and correspondence;
- Demonstrated problem solving, decision making and conflict resolution skills.

### **Qualifications, Memberships and Licenses**

- Qualifications acceptable for appointment as an Environmental Health Officer / Authorised Officer in WA;
- Current unrestricted WA 'C' class Driver's Licence;
- Current National Police Check (dated within 6-months).

### **Desirable**

- One- two years' experience in a similar role;
- Knowledge or experience using IT Vision SynergySoft;
- Working knowledge and previous experience in Local Government;
- Noise qualifications suitable for appointment as an authorised officer under the Environmental Protection Act 1986.



## Vaccinations

- Hepatitis A
- Hepatitis B
- ADT (Diphtheria, Tetanus and Whooping Cough)

## Key Responsibilities

- Assisting with assessment, referral and processing of various health premises applications, and registration and licensing of premises as required under relevant legislation;
- Undertaking inspections, and where necessary actioning matters related to, food premises, aquatic facilities, lodging houses, hairdressers and beauty premises, public buildings and events, caravan parks and camping grounds and other licensed or permitted activities under State legislation and the Shire's local laws;
- Assessing land use (including event applications) and development (including building) proposals for compliance with relevant health legislation and standards;
- Assisting in the implementation of various monitoring and sampling processes in accordance with statutory requirements (i.e. aquatic facility water sampling);
- Assisting with the administration, monitoring, investigation and enforcement of environmental and public health amenity and safety standards (i.e. food safety, noise, dust, mosquitoes, odours and other nuisance provisions);
- Assisting in the preparation, implementation, monitoring and review of relevant local laws, policies, plans and procedures for the environmental health service;
- Providing written reports, verbal advice and operational support as and when required;
- Assisting with projects including but not limited to, mosquito management, noise, wastewater and other matters relevant to environmental health;
- Assisting with public health promotional activities as requested;
- Providing excellent customer service and dealing effectively with members of the public, representatives of registered premises, Shire officers and other internal and external stakeholders;
- Liaising with state government and other relevant organisations on the enforcement of public health and environmental protection legislation and requirements.

## Compliance

- Ensuring that records are retained in accordance with the *State Records Act 2000*, and that there is appropriate security around all electronic and paper-based records through effective management of access controls, storage and security privileges;
- Ensuring compliance with all relevant legislation; standards and regulations to minimise risk and enhance the Shire's Brand reputation;
- Demonstrating the highest standards of honesty and integrity and carrying out duties in accordance with the Shire's Code of Conduct, policies, organisation directives and procedures.



## Workplace Health and Safety

- Creating a safe work environment for self and colleagues by reporting any concerns that may compromise the Shire's duty of care;
- Carrying out duties in accordance with Work Health and Safety Policy, organisational directives, procedures and guidelines;
- Following safe and appropriate operation of equipment and vehicles;
- Reporting any concerns that may compromise the Shire's duty of care;
- Completing safety observations and ensuring that any hazards, near misses and injuries are reported immediately and closed out in a timely manner.

## Teamwork and Contribution

- Working collaboratively with co-workers and actively contributing to the Shire vision and values;
- Raising issues in a 'solution-focused' way and contributing to a positive working environment;
- Building professional relationships with stakeholders at every level of the Shire;
- Actively displaying the values of the Shire in every interaction;
- Attending and participating in staff/team meetings and workshops as required;
- Engaging and participating in opportunities to enhance personal growth, team cohesion and development.

## Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed, it is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. As such the position incumbent may be reasonably directed by their line management to undertake duties within their known skills, knowledge and capabilities in addition to those directly highlighted above.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

## Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by incumbent upon appointment to position or amendment to Position Description)

# Shire of Wyndham East Kimberley

*Connecting our cultures, striving for prosperity,  
celebrating the spirit of country and community.*

