

POSITION: ENVIRONMENTAL HEALTH OFFICER

REPORTS TO: TEAM LEADER COMPLIANCE

ACCOUNTABLE TO: COORDINATOR REGULATORY COMPLIANCE

GROUP: PLANNING & ENVIRONMENT

DATE REVISED: JANUARY 2023

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

To undertake programmed inspections and investigations of, and develop and implement management plans, policies and programs for the relevant functional areas, including but not limited to on-site sewage management, swimming pools, protection of the environment, public health, and food safety.

To ensure application of relevant areas of legislation, including but not limited to the Local Government Act, Protection of the Environment Operations Act, Swimming Pools Act, Public Health Act, Food Act, and any other relevant legislation.

CORE ACCOUNTABILITIES

1. Provide high level customer service throughout the investigation, assessment and management of compliance activities including but not limited to environmental protection, swimming pool barriers, public nuisance, public health, food safety, and the like.
2. Provide statutory services, remain current with requirements, and monitor compliance with relevant functions under the following legislation and associated regulations, including but not limited to:
 - Environmental Planning and Assessment Act 1979
 - Food Act 2003
 - Local Government Act 1993
 - Protection of the Environment Operations Act 1997
 - Public Health Act 2010
 - Swimming Pools Act 1992
3. Provide high quality technical advice to internal and external stakeholders through the timely completion of referrals and requests and the preparation of Council reports as required.
4. Investigate, manage and resolve requests in consultation with the community, government agencies and other sections of Council as appropriate.
5. Negotiate appropriate solutions in disputes within the parameters of existing legislation, Council's policies and the delegations of the position to resolve issues without resorting to litigation where possible.
6. Prepare appropriate statutory notices and orders for service, with supporting compilation of evidence such as statements, photographs and the monitoring of results.
7. Prepare and present evidence on Council's behalf to the Local Court, Land and Environment Court or other Courts as required.
8. Develop and/or deliver relevant education programs in relation to compliance activities, environmental protection, public health and food safety.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Team Leader/Coordinator, which are within their skills, competence and training.

The incumbent will behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Degree qualifications in Environmental Health or related discipline or an equivalent combination of contemporary experience in a similar role and education and/or training.
2. Contemporary industry knowledge and demonstrated experience in all environmental health functions including the competent delivery of inspections, investigations and enforcement.
3. Demonstrated conflict resolution and negotiation skills, and the ability to interpret legislation and apply technical knowledge for the resolution of complex matters.
4. Proven ability to work independently and as a productive member of a multi-disciplinary team to contribute to the fulfilment of team goals.
5. Well-developed computer skills and experience in Microsoft Office including Word, Excel and Outlook.



6. Class C drivers licence.

DESIRABLE CRITERIA

1. Qualifications or experience relevant to Authorised Officers for the Protection of the Environment Operations Act 1997, Swimming Pool Act 1992, Public Health Act 2010, and Food Act 2003.
2. Previous experience working within a local government environment.

Date:

Agreed:

Employee Name

Employee signature

