

Environmental Health Officer

J01874

Directorate name	Branch name	Position classification	Position location	Number of direct reports	Line manager position title
Planning and Regulation	City Inspectorate	Stream A Level 3 to 6	Multiple locations across the City as required for the role	0	Environmental Health Leader

Position Overview

Maximise public and environmental health outcomes within a community environment by identifying, preventing and remedying public and environmental health related hazards and risks.

Roles and responsibilities

- Under the direction of the Environmental Health Leader, use professional judgement to educate, advise, assess and enforce an extensive range of legislation and local laws applicable to public and environmental health.
- Show a high degree of initiative and independence in the application of legislation, local laws, guidelines and policies.
- Conduct a variety of field-based assessments/audits and investigations, make decisions and provide advice within agreed timeframes and with consideration to statutory requirements and professional standards.
- Provide technical advice and education to internal and external departments, organisations and stakeholders.
- Deliver and manage a wide range of environmental health programs, strategic projects and other initiatives to meet current and future challenges in the areas of food safety, public health, environmental protection and other environmental health matters.
- Implement action plans to meet environmental health program outcomes.
- Process relevant documentation/applications in accordance with the guidelines as prescribed by legislation and local laws/policies and procedures.
- Deliver accurate, timely and informative correspondence and other reports covering environmental health matters.
- Prepare briefs for prosecution of offences under relevant legislation and local laws to a standard accepted by legal practitioners.
- Achieve outcomes and targets and maintain performance standards using Council processes and procedures.
- Assist with the provision of Council's disaster response services when required.
- Participate in the after-hours on-call roster as required.

Key working relationships

This role liaises with a wide range of Council, State and Federal Government Department personnel, elected members, representatives of both private and community-based organisations, business operators, industry associations, consultants, legal practitioners, academics, as well as members of the general public.



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Competencies

Competency	Competency definition	Level	Level definition
Communication	A two-way information sharing process that involves one party sending a message that is easily understood by the receiving party. Information sharing may be written, verbal and non-verbal. It entails actively listening and being self-aware so that messages are clear, understood and unambiguous.	Managerial	Articulates information clearly using appropriate grammar and language. Monitors feedback and adapts communication style. Actively listens to others and asks clarifying questions. Utilises the most effective format to convey written information.
Analytical and Critical Thinking	Determines what materials, evidence and information need to be collected to evaluate a view, position or situation. Scrutinise opinions, arguments or solutions against a set criteria and through deduction identify bias and assumptions together with evidence to draw logical conclusions.	Tactical	Identifies what materials and information sources are required to evaluate, scrutinise and benchmark organisational performance. Has the ability to identify suitable benchmarks to establish logical conclusions and support recommendations.
Auditing and Compliance	Comprehensively reviewing organisational information to ensure adherence to statutory and regulatory frameworks is maintained and to identify system or process gaps that may need to be closed.	Tactical	Undertakes review of internal and external information used to determine if statutory, regulatory and organisational obligations and processes have been met.
Deals with Risks and Uncertainty	Understanding what is known that may adversely affect business outcomes and takes appropriate action to limit adverse impacts. Being aware that unknown probabilities exist that may adversely affect business outcomes, and having contingencies in place to deal unexpected unknown problems.	Tactical	Follows organisational policies or procedures to adequately address workplace risks. Where required, seeks clarification on risk management practices. Stays calm in situations of uncertainty and seeks advice and/or guidance from the supervisor.
Professional and Technical Knowledge	The competencies that directly relate to the position function. This may also directly relate to how well the position holders apply skills and knowledge against required qualifications or professional registrations.	Tactical	Application of information and/or skills in a specific field of practice and/or work, typically attained through a blend of education and experience. Abides by the documented professional or technical frameworks.
Report and Document Writing	The process of preparing a formal written document for the business that creates and account or statement that describes in detail an event, situation or occurrence, usually as the result of observation or inquiry.	Tactical	Follows organisational policies and procedures in the generation of reports and documents. Uses the current organisational templates correctly and free from errors.

Mandatory qualifications / requirements

- Degree in Environmental Health or qualification accepted by Environmental Health Australia (Qld).

Mandatory tickets / licences

- Drivers License Class C Unrestricted
- Blue Card (Child related activity)

