

Position title	Trade Waste & Environmental Health Officer
Reports to	Manager Environment & Natural Resources
Department	Infrastructure & Environment
Classification	Level 6, Local Government Industry Award (Stream A)
Last Review Date	February 2024

Position Summary

The Trade Waste and Environmental Health Officer is responsible for the regulation of trade waste discharges into Tablelands Regional Council (TRC) sewerage system in accordance with the TRC Trade Waste Policy and Trade Waste Management Plan. The role also assists with the design and implementation of measures to enforce the public health regulations and improve public health outcomes.

Position Specific Accountabilities

- Regulate the discharge of trade waste into TRC's sewerage system including review and approval of Trade Waste applications, inspections of premises, administration and renewal of licenses and approvals.
- Design and implementation of measures to enforce the public health regulations, and local laws enforcement as operator, regulator and advocate.
- Monitor compliance with food business licenses, trade waste approvals and other public health specific licenses.
- Investigate breaches of trade waste, environmental and public health legislation and policies and initiate enforcement response.
- Update, maintain and implement TRC's Trade Waste Management Policy and Trade Waste Management Plan to reflect contemporary practices and new technologies.
- Review and update TRC's Trade Waste charging methodology.
- Develop and maintain guidelines and procedures which provide customers with information to assist them in the process of permit applications and compliance.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including: TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009 and Local Government Regulation 2012*, Anti-discrimination and Privacy legislation; and
- Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from the Chief Executive Officer.

Selection Criteria

Essential

1. Advanced level of interpersonal, written and verbal communication skills.
2. Demonstrated ability to operate under limited direction, including demonstrated capacity to organise, prioritise own work and identify and escalate complex cases.
3. Demonstrated ability to provide innovative solutions to complex problems.
4. Knowledge of relevant acts, codes of practice and regulations that relate to trade waste, food premises, public health, infection control, environmental activities, local laws.
5. Knowledge of and the ability to apply budgeting processes and life cycle costing.

Qualifications

- Qualifications in Trade Waste, Environmental Health or equivalent.
- Ability to gain full membership of Environmental Health Australia.

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	