

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Environmental Health Officer	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry (Stream A) Award
Position Number:	5098	Classification Level:	5
Employment Location:	Bundaberg Service Centre	Position Status:	Permanent Full-Time
Department:	Regional Growth and Development	Document Last Reviewed:	14/04/2025
Branch:	Compliance Services	Job Dictionary:	n/a.
Accountable To:	Team Leader Environmental Health		
Aim of Position:	The purpose of this position is to conduct inspections/audits of licensed premises and investigation of complaints against environmental health & public health related matters, in an effective & efficient manner so as to maintain a high standard of Environmental Health Services for the community.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Conduct allocated inspections & audits of licensed premises within required timeframes.
- Thoroughly investigate complaints and breaches of state environmental health legislation (enforced by local government) and local laws.
- Undertake assessment of applications and licenses relevant to the position.
- Accurately interpret legislation and standards; and provide high level support to other team members to assist in attaining organisational and departmental goals.
- Prepare accurate and professional correspondence and records.

- Deliver dedicated health programs including public education to enhance the health & wellbeing of the community.
- Support the Team leader in providing advice and guidance to Technical Officers as necessary.
- Undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements – Qualifications and Experience:

Mandatory:

- Tertiary Qualification in Bachelor of Applied Science – Environmental Health, Health Science or other relevant tertiary qualifications.
- Current professional membership or eligibility for membership with Environmental Health Australia (Qld).
- A current C class driver's license.
- Comprehensive knowledge of all relevant Acts, Regulations and Local Laws; and experience in the assessment of relevant applications and investigation of environmental health or public health related complaints.
- Demonstrated high level of conflict resolution.
- Demonstrated high level ability to plan workload, achieve set goals and meet deadlines.

Desired:

- Demonstrated local government experience.
 - Possession of a Pest Management Technician Licence.
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Organisational Capabilities: Individual Employee (Leading Self)

This position description is to be read in conjunction with the Bundaberg Regional Council Organisational Capability Framework, which identifies and defines the core capabilities essential for individual, team, and Organisational success. Responsibilities within this role include adhering to the capabilities and standards outlined in the Framework.

Organisational Accountabilities: Individual Employee (Leading Self)

This position description is to be read in conjunction with the Bundaberg Regional Council Organisational Accountabilities which identifies the expected standards of performance for all roles and levels in Council.

Position-Specific Conditions of Employment

This position may include specific requirements related to vaccinations, health monitoring, or workplace safety to ensure compliance with Council's operational and Work Health and Safety obligations.

Employees in this position may be required to:

- Be vaccinated against vaccine-preventable diseases relevant to their role.
- Undergo health monitoring as outlined in the Work Health and Safety Regulation 2011 (Division 6 and Schedule 14).
- Remain clean-shaven when using tight-fitting respiratory protective equipment.

For detailed and up-to-date information on the requirements applicable to this position, please refer to Council's Job Dictionary.

Employee Acknowledgement	
<p>I confirm that I have received, read, and understood the job description for my role. I understand my responsibilities and agree to perform them to the required standard.</p> <p>I acknowledge that this job description may be updated as required to reflect business needs.</p>	
Employee Name:	
Date:	
Signature:	