

POSITION TITLE:	Environmental Health Officer
DEPARTMENT:	Infrastructure & Delivery
UNIT:	Waste, Facilities & Community Safety
TENURE:	Permanent Full Time
CLASSIFICATION:	Band 6
LOCATION:	Duke Street Office and various other locations within the municipality
DATE APPROVED:	February 2022

POSITION OBJECTIVES

- To enhance the physical environs for residents and clients of Hepburn Shire via the administration of Acts and Regulations pertaining to public health.
- To implement quality and cost efficient service delivery to target groups within the Shire.
- To ensure the effective and efficient administration of relevant Council policies and environmental health legislation;
- To actively participate in a multi-disciplinary development team and;
- To support the integration of planning and development approvals processes.

KEY RESPONSIBILITY AND DUTIES

Statutory Position

- To hold the Statutory position of Environmental Health Officer for Council under the provisions of the Public Health and Wellbeing Act 2008, the Food Act 1984, and the Environment Protection Act 2017.

Infectious Disease Control

- To provide and maintain effective immunisation services for Council including immunisation clinics and school immunisation campaigns.
- To provide for special or additional immunisation services when and if considered necessary reporting to Council giving reasons, details of operation including financial implications.

Registered Premises and Food Service

- To exercise the delegated powers of Council in respect of premises and vehicles registrable under the provisions of the Public Health and Wellbeing Act 2008, Food Act 1984 and the Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2010.

▶ POSITION DESCRIPTION

- To provide a regular inspection service of all registered premises and vehicles to ensure compliance with the requirements of the relevant legislation and ensure that all inspections are recorded in appropriate records on file.
- To attain and submit for analysis food samples as are required by the provisions of the Food Act 1984.
- To attend to all complaints referred to Registered Premises and Vehicles or to Food Standards; effecting such investigations and/or inspections as are necessary to establish whether the complaints are justified and take appropriate action to correct the cause of the complaint.

Onsite Wastewater Management

- To exercise the delegated powers of Council under the provisions of the Environment Protection Act 2017 in respect of domestic wastewater treatment systems.
- To maintain an inspection service of existing onsite wastewater treatment systems as required ensuring that all such inspections are recorded on Council's systems.
- To provide advice and recommendations to Council's Planning Department regarding the suitability of proposed developments for wastewater disposal, including details of recommended treatment processes, maintaining adequate records of all advice and recommendations.

Nuisance and Pest Control

- To exercise the delegated powers of Council under the provisions of the Public Health and Wellbeing Act 2008 in respect of reported nuisances.

Tobacco Control

- Exercise the delegated powers under the provisions of the Tobacco Act 1987.

Legal Duties

- To keep up to date with relevant legislative changes and of the implications of those changes.
- To report to the Environmental Health Coordinator, on breaches of legislation with recommendations for actions considered necessary or desirable.
- To prepare warnings, infringements and litigation as required or dictated.
- To attend Court proceedings, Administrative Appeal Tribunal hearings or other proceedings for the purpose of giving evidence, as required.

Health, Education and Promotion

- To prepare Health Education and Promotion projects for improvements and awareness of Environmental and Public Health issues.

Finance

- Ensure that Environmental Health Services are carried out within the expenditure provisions of Council's adopted budgets.

Reports and Meetings

- Prepare and submit to State Government Authorities relevant reporting as required.
- Prepare reports as the Coordinator Environmental Health may require.
- Attend Council meetings as required for the presentation of reports or for any other purpose deemed necessary by the Manager Development & Community Safety.

General

- Ensure attendance at Council offices as required and availability to the public at regular hours.
- Provide advice to the various Council departments on Environmental Health requirements and considerations as requested.
- Effect such additional duties or special projects as the Coordinator Environmental Health / Manager Development & Community Safety may request.
- Assist with the review and updates of any relevant policies and/or plans as directed by the Coordinator Environmental Health.

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damages, loss or exposures observed.

Emergency Management

- Assist with response / recovery arrangements in accordance with Council's Municipal Recovery Plan.
- To assist when necessary in any review of Council's Municipal Emergency Management Plan and to attend meetings of the Municipal Emergency Management Planning Committee as required.

Other Duties

Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIP

Reports to:	Coordinator Health & Community Safety
Supervises:	Immunisation Nurses
Internal liaisons:	Chief Executive Officer Councillors Council staff

	Other health and/or welfare workers
External liaisons:	<ul style="list-style-type: none"> General public Service suppliers Government departments and authorities Media Other municipalities Maternal & Child Health Nurse

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable for:

- the timely and accurate performance of the prescribed duties in accordance with the policies and procedures of Health and Community safety and Council.
- providing input into the development of policy and procedures within area of expertise.
- adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.
- operating under the general direction of the Coordinator Health & Community Safety within established guidelines, procedures, policies, and legislative requirements.

The position has the authority to:

- maintain files and exercise high levels of confidentiality.
- undertake any decision made in accordance with any delegated authority.

Freedom to act within clear objectives and authorised budget limits and will work within a regular reporting mechanism framework in order to ensure adherence to goals and objectives.

JUDGEMENT AND DECISION MAKING

- Judgement and decisions will be made on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Problem solving is required using the incumbent's technical knowledge and knowledge acquired through previous experience in Health & Community Safety policies, procedures, guidelines and information systems. Occasionally the incumbent will need to resolve issues not previously encountered using research skills and creativity.
- Service provision will be based on knowledge, experience and skills.
- Guidance and advice usually available within time required to make decisions however high levels of initiative and judgement in decision making may be required from time to time.

SPECIALIST KNOWLEDGE AND SKILLS

- Proven ability as a qualified Environmental Health Officer.
- Extensive knowledge of legislation as it relates to environmental health including, but not limited to, the Local Government Act 2020, Public Health and Wellbeing Act 2008, Food Act 1984, Environmental Protection Act 2017,

Tobacco Act 1987, Residential Tenancies Act 1997, Summary Offences Act 1996 and other Acts, Regulations, Codes of Practice, Local Laws and other statutory requirements delegated by Council.

- Proficient in the operation of computers and other electronic officer equipment.
- Proven ability to schedule and coordinate work programs across a range of activities.
- Proven ability to set goals and objectives and to undertake projects designated to achieve the chose results.
- Proven ability to work independently within a Council policy framework to meet Council objectives.

MANGEMENT SKILLS

- Demonstrated ability to effectively manage time, plan and set priorities, and organise own work to achieve individual and department objectives within agreed timeframes.
- Demonstrated flexibility with high levels of initiative and the ability to work with minimal supervision.
- Ability to work within a fast-paced environment with stringent timeframes and provide quality work, often with competing demands and priorities.
- Ability to initiate and provide the Coordinator Health & Community Safety with regular and timely updates on work in progress and potential issues.
- A strong approach to continuous improvement as it relates to Health & Community Safety practice, policy and procedure.

INTERPERSONAL SKILLS

- Proven ability to advise, communicate or persuade clients, other persons, tribunals, and other individuals or organisations in the achievement of set goals and objectives or in matters of Policy law or procedure.
- Proven ability to lead and motivate other persons or organisations.
- Proven ability to analyse changing situations and develop appropriate responses.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun, and how they relate to this role.

QUALIFICATIONS AND EXPERIENCE

- Membership of or eligibility to be a member of the Environmental Health Professionals Australia.
- Relevant experience as an Environmental Health Officer at Local Council.
- Ability to read and interpret architectural drawings and complex technical reports.
- Current Victorian Driver's Licence.

Hepburn Shire Council Organisational Values

▶ POSITION DESCRIPTION

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long-term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information Privacy
- Equal Opportunity
- Counselling and Discipline
- Protected Disclosures

VARIATION TO CONDITIONS OF EMPLOYMENT

Employment conditions for all employees are in accordance with Hepburn Shire Council Enterprise Agreement.

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor. These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

COVID19 VACCINATION REQUIREMENT

It is a condition of employment that all Hepburn Shire Council employees declare their Covid-19 Vaccination status. In line with the Chief Health Officer's COVID19 Mandatory Vaccination Direction, all Hepburn Shire Council employees are required to provide a COVID-19 certificate of evidence of vaccination, or, a medically approved Vaccination Exemption prior to commencement. All positions at Council are covered by Mandatory Vaccination requirements and as such, the successful candidate must provide evidence of being Covid-19 Vaccinated to Council as part of the pre-employment process.

KEY SELECTION CRITERIA

Selection will be based on the following selection criteria however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description

- Relevant experience as a qualified Environmental Health Officer.
- Demonstrated ability to set goals and objectives and to undertake projects designated to achieve the chose results.
- Ability to manage time, set priorities and plan and organise own work and that of the team to achieve specific and set objectives within set timeframes despite conflicting pressures Demonstrated time management skills.
- Knowledge and experience in applying relevant legislation.
- Membership of or eligibility to be a member of the Environmental Health Professionals Australia.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun, and how they relate to this role.

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

Employee Name _____

Signed _____ Date __/__/__