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| Logo1 small | **WHITEHORSE CITY COUNCIL POSITION DESCRIPTION** |

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| ENVIRONMENTAL HEALTH OFFICER |
| **Classification:** Band 6 | **Effective Date:** March 2023 |
| **Reports to:** Team Leader Environmental Health | **Tenure:** Temporary Part Time |

## **Goal Statement**

* Contribute to the development and achievement of the Environmental Health Unit's business and service plans and meet individual performance objectives.
* Contribute to the development of operational policies, service levels and standards in regard to public and environmental health issues.
* Contribute to the implementation of health protection programs in the areas of food safety management, infectious disease surveillance, immunisation, environmental protection and tobacco control.
* Deliver a range of public health strategies and support services that protect, promote and enhance public and environmental health that meet client expectations; with a focus on cost effective service delivery and commitment to quality and continuous improvement principles.

## **Key Responsibilities**

#### Position Specific Responsibilities:

* Carry out statutory functions of an Environmental Health Officer under the Food Act 1984, Public Health & Wellbeing Act 2008, Environment Protection Act 1970 and Tobacco Act 1997 through delivering a range of quality, professional and customer responsive services across the organisation and the community.
* Conduct assessments of food businesses and registered premises under the Public Health and Wellbeing Act in accordance with Council’s 5 Star Hygiene Rating system.
* Investigate all complaints in regard to registered premises under the Food Act and Public Health & Wellbeing Act and report on all matters as part of the investigation process.
* Contribute to the annual food sampling program to verify food safety standards, including participating in regional and state-wide surveys and in response to consumer complaints.
* Investigate all notifiable communicable diseases in accordance with relevant guidelines.
* Contribute to the regular monitoring, testing and sampling of public swimming pools and spas as required.
* Conduct surveillance and environmental sampling of waterways as required.
* Conduct tobacco education and enforcement visits in accordance with relevant service agreements.
* Assess public health risks when responding to internal referrals with an aim of identifying and minimising negative health impacts.
* Where applicable assess applications for domestic wastewater system installations, carry out all necessary inspections and issue permits accordingly.
* Assist with the delivery of immunisation sessions in setting up venues and processing clients.
* Participate in relevant projects and initiatives relevant to portfolio responsibilities.
* Assist in the delivery of Health Education Programs and Information Forums.
* Where applicable contribute into the development and implementation of the Municipal Public Health and Wellbeing Plan.
* Provide input into the development and contribute to the implementation of operational policies, procedures and work practices to ensure a culture of quality and continuous improvement , industry best practice and customer service excellence across the Unit
* Assist in the review and streamlining of systems and processes within the team to enable flexible and responsive service delivery
* Ensure that timely and quality advice is provided to the Coordinator Environmental Health on public health issues likely to impact on Council and/or the municipality.
* Carry out after hours work in accordance with roster including responding to after hours emergency call outs on a rotational basis.
* Prepare and issue enforcement notices and instigate legal proceedings, including prosecution, for offences of environmental health legislation.

#### Corporate Responsibilities:

* Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
* Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
* Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

### **Authority**

##### Budget: Nil

##### Staff Responsibility: Nil

##### Decision Making:

* Ability to research, investigate, identify, solve problems and make decisions independently, without supervision using procedures, practices guidelines and the application of professional knowledge gained through experience.
* Ability to make decisions based on statute, procedure, policy and/or established guidelines.
* Ability to provide input into policies and procedures using specialist skills and knowledge.
* Skilled at assembling adequate information and using such information to determine appropriate decisions.
* Prepare legal proceedings for routine prosecutions relating to standard breaches of environmental health laws but would seek legal advice for issues of a complex nature.

### **Key Relationships**

**Reports to –** Team Leader Environmental Health

**Internal -** Liaises with management and staff at all levels up to and including Managers in all departments.

**External -** Establishes and maintains professional relationships with Government departments and agencies, other municipalities, service providers, industry associations, suppliers, legal advisors, proprietors and staff of businesses and traders, community groups and customers.

**Selection Criteria (Essential)**

##### Qualifications/Certificates/Licences and Experience

* Approved tertiary qualification and eligible to be a member of Environmental Health Professionals Australia.
* Successful experience in environmental health practice including in the delivery of immunisation programs.
* An understanding of Council’s Environmental Health services functions, roles, responsibilities and programs delivered.

##### Technology:

* Working knowledge and understanding of data/document management systems and MS Office packages.

##### Other technical skills and experience:

* Working knowledge and understanding of the relevant Acts, Regulations, Standards and Codes of Practice relating to Environmental Health.
* Ability to assess standards and performance of registered premises, write appropriate reports and carry out enforcement activities.
* Ability to contribute to the development of policies, procedures, strategies, activities and guidelines.

##### Interpersonal:

* Excellent interpersonal skills including the ability to build positive relationships and gain cooperation from business proprietors, members of the public and other employees.
* Strong communication skills and the ability to influence and motivate others and resolve conflict.
* Highly developed written and oral communication skills and ability to prepare clear concise reports.
* Demonstrated commitment to a team philosophy and a willingness to participate in continuous improvement initiatives of work practices to achieve team objectives.

##### **Other Attributes (Desirable)**

* Knowledge of Corporate IT systems including Pathway Customer Service Request (CSR), Open Office Health Manager, HPE-CM (TRIM) and other IT programs relevant to the Unit.
* Be a positive team player, demonstrating loyalty and commitment to the objectives of the team and organisation.
* Be flexible and adaptable in a dynamic, fast pace and changing environment

**Notes and comments: (Include items applicable to this position)**

* A willingness to carry out after hours work in accordance with roster including immunisation and responding to after hours emergency call outs on a rotational basis.
* A current drivers licence that meets the requirements of Vic Roads is essential.
* It is a requirement of this role that you undertake a National Police Check and hold a valid Working With Children Check.
* This position has been identified as an “at risk” role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council’s Staff Immunisation Program.

**Key Selection Criteria:**

* Approved tertiary qualification and eligible to be a member of Environmental Health Professionals Australia.
* Working knowledge and understanding of the relevant Acts, Regulations, Standards and Codes of Practice relating to Environmental Health.
* Successful experience in environmental health practice including in the delivery of immunisation programs.
* Excellent interpersonal skills including the ability to build positive relationships and gain cooperation from business proprietors, members of the public and other employees.
* Highly developed written and oral communication skills and ability to prepare clear and concise reports.

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| **EMPLOYEE NAME:** |  |
| **Employee Signature:** |  | **Date:** |  |



PHYSICAL REQUIREMENTS FOR POSITION

POSITION TITLE: Environmental Health Officer

LOCATION/DEPARTMENT: Environmental Health, Health and Family Services

TASK DESCRIPTIONS (Tick relevant frequency)

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| --- | --- | --- | --- |
| Task | Performed Often | Performed Sometimes | Never/Rarely Performed |
| Keyboard duties | ✓ |  |  |
| Reading tasks | ✓ |  |  |
| Writing tasks | ✓ |  |  |
| Sitting (extended periods) | ✓ |  |  |
| Walking/standing (briefly) | ✓ |  |  |
| Walking/standing (extended) | ✓ |  |  |
| Driving car/utility/truck | ✓ |  |  |
| Lifting/carrying duties (light) | ✓ |  |  |
| Lifting/carrying duties (heavy) |  |  | ✓ |
| Pushing/pulling tasks (light) | ✓ |  |  |
| Pushing/pulling tasks (heavy) |  | ✓ |  |
| Chopping/digging tasks |  |  | ✓ |
| Bending/kneeling requirements |  | ✓ |  |
| Climbing stairs/ladders/scaffolds |  |  | ✓ |
| Handling grease/oils |  |  | ✓ |
| Exposure to dust/dirt |  | ✓ |  |
| Exposure to hazardous materials |  | ✓ |  |
| Exposure to noise |  | ✓ |  |
| Repetitive arm/wrist/hand movements |  |  | ✓ |
| Other (please specify) |  |  |  |