



CITY OF WHITEHORSE POSITION DESCRIPTION

ENVIRONMENTAL HEALTH OFFICER

Classification: Band 6 Annualised

Effective Date: September 2021

Reports to: Team Leader Environmental Health

Tenure: Permanent Full 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.

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)

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)			