

WHITEHORSE CITY COUNCIL

Position description

Job title: Environmental Health Officer	
Classification: Band 6	Effective Date: September 2025
Reports to: Coordinator Environmental Health	Tenure: Part Time Temporary

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

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 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 2017 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 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
- Compile, analyse and report on data and trends
- 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.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and 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.

Specialist Knowledge and Skills

- Working knowledge and understanding of the relevant Acts, Regulations, Standards and Codes of Practice relating to Environmental Health.
- Ability to conduct risk assessment of registered premises, write appropriate reports and carry out enforcement activities.
- Ability to contribute to the development of policies, procedures, strategies, activities and guidelines.
- Knowledge of Corporate IT systems including Pathway Customer Service Request (CSR), ReadyTech Health Manager, Content Manager and other IT programs relevant to the Unit.

Qualifications and Experience

- Approved tertiary qualification and eligible to be a member of Environmental Health Professionals Australia (EHPA) or Environmental Health Australia (EHA)
- Demonstrated knowledge and experience of local government Environmental Health functions, roles, responsibilities, and programs delivered.

Interpersonal Skills

- 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.

Management Skills

- Demonstrated strong time management skills with the ability to prioritise workload effectively based on Service Unit requirements.
- Attention to detail and completion of tasks by the required time-line

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- 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.

Key Selection Criteria

- Approved tertiary qualification and eligible to be a member of Environmental Health Professionals Australia (EHPA) or Environmental Health Australia (EHA)
- 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

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Conducting assessments, examine and moving objects, equipment and documents, accessing storage areas	Occasional	
Hand/Arm Movement Tasks involve use of hand/arms	Conducting assessments, use of laptop computer in the field and in the office Photocopying/scanning of documents Using the telephone Preparation of reports and correspondence	Daily – regularly Occasional Daily Daily	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Conducting assessments, moving objects and equipment Packing and getting in and out of vehicle	Daily – regularly	
Standing Tasks involve standing in an upright position	Conducting assessments and investigations Ability to move around in the field and office.	Daily – regularly	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Conducting assessments, examining and moving objects, equipment and documents	Occasional	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Regular short distances < 50m, Trolley used when appropriate to aid in manual handling	Occasional	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Conducting assessments, examining and moving objects, equipment and documents Short distances, stable load < 5kg	Occasional	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Regular short distances < 50m, Trolley used when appropriate to aid in manual handling	Occasional	
Keyboard Duties Tasks involve sitting at workstation or in the field and using computer.	Data Entry, emails, Phone interaction, reports, correspondence etc	Daily – regularly	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Required	Required	

Any other relevant comments: