<table>
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<tr>
<th>ROLE TITLE</th>
<th>Senior Environmental Health Officer</th>
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<td>GROUP</td>
<td>Health and Community Development Group</td>
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<td>INCUMBENT</td>
<td>VACANT</td>
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<td>MANAGER</td>
<td>John TOOHEY</td>
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<td>GENERAL MANAGER</td>
<td>Andrew PAUL</td>
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Health and Community Development Group Objectives
(Environmental Health Team)

The Environmental Health Team is part of the Health and Community Development Group. The purpose of the team is:

- to deliver public and environmental health and other programs relevant to the community;
- to enhance the health and wellbeing for all people in the community; and
- to deliver education programs to improve standards.

Essential Duties and Responsibilities

Ensure a high level of customer service for the organisation by:

- supervising and monitoring day-to-day operations of staff;
- co-ordinating workload in regard to Group functional responsibilities and redistribution of duties in the absence of officers;
- providing accurate information relating to requests and queries from internal and external clients, including matters escalated by team members;
- maintaining relevant records and data bases through entry of information onto relevant computer programs;
- ensuring relevant correspondence, applications, complaints and other requests are dealt within accordance with agreed policies and statutory requirements in a courteous, timely and professional manner;
- assisting in the preparation and development of the Annual Operating Plan and budget submission;
- continually seeking to identify systems and processes to improve and enhance service delivery; and
- coordinating regular team meetings.

Ensure an efficient and effective delivery of public and environmental health programs relevant to the role of the Group by:

- assessing building and planning applications under relevant regulations and within well-established work practices;
- attending to matters relating to statutory applications and licences, including inspections and assessments;
- investigating and enforcing environmental and public health amenity and safety standard complaints in relation to the Group’s responsibilities, including water quality, food safety, noise, dust, odours and other nuisances);
- investigating and where necessary actioning matters relating to the provision of regulatory matters, including gathering evidence in regard to prosecutions, taking statements, circumstantial and direct evidence, drafting letters, notice’s, reports, advice’s and attendance at court as required;
being proficient in, and providing professional advice and guidance to relevant stakeholders in regard to, all relevant legislation, by-laws, codes of practice and policies;

being responsible for notification to Community and Health Services and DELM in relation to incident protocols;

undertaking delegated duties as Senior EHO to ensure compliance with relevant statutes and Council policies including detection of illegal activity and necessary action, and accept relevant delegation from the General Manager and Director of Public & Environmental Health;

representing the organisation under direction of the General Manager in discussions with Government agencies and any other relevant bodies;

identifying relevant environmental issues and make recommendations on suitable monitoring programs to address those issues;

drafting reports and correspondence as required;

assisting in the preparation, review and maintenance of policies and procedures for the Group; and

assisting with health promotional activities.

The essential duties and responsibilities of the role are outlined above; however a worker may be directed to carry out such duties and tasks as are within the limits of the worker’s skill, competence and training.

Compliance Obligations

All Workers must:

comply with all reasonable and lawful directions;

comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council’s:

- Customer Service Framework and Charter;
- Procurement Policy and Code for Tenders and Contracts;
- Fraud Policy;
- Workplace Behaviour and Code of Conduct Policies; and
- Work Health and Safety Policy and Procedures;

take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace; and

perform all duties to the best of their ability at all times.

Organisational Relationship

The Senior Environmental Health Officer is a member of the Health and Community Development Group and is responsible to the Manager Health and Community Development.
Salary Range

The salary range for this position Pay Point 31 to Pay Point 36.
Selection Criteria

Essential

- Completion of the Bachelor of Health Science (Environmental Health) or an equivalent tertiary qualification.
- Experience in Local Government with a sound and practical knowledge of environmental health services, including:
  - building and planning approval assessments;
  - sampling; and
  - complaints investigation.
- Extensive experience in the application of current legislation, by-laws and codes of practice relevant to the position.
- Strong interpersonal and conflict resolution skills along with leadership experience in regard to the supervision, motivation and training of team members.
- Understanding and experience of contemporary management practices and systems, including:
  - budgetary functions;
  - time management and organisational skills; and
  - initiative, resourcefulness and the ability to solve problems.
- Well-developed research skills.
- A broad understanding of Environmental Health issues and the ability to effectively educate staff and members of the public in these issues.
- Ability to exercise duty of care in relation to:
  - workplace health and safety;
  - EEO principles; and
  - appropriate workplace behaviours.
- Strong interpersonal, written and oral skills.
- Well-developed computer skills.
- A current driver’s licence.