

## POSITION DESCRIPTION

<b>Position Number:</b>	EHO4
<b>Position Title:</b>	Environmental Health Officer
<b>Division:</b>	Corporate and Regulatory Services
<b>Classification:</b>	Level 4 Year 1 – Level 4 Year 3 to Level 6 Year 1 - Level 6 Year 3 <b>(depending on qualifications and experience)</b>
<b>Status:</b>	Full-Time Permanent
<b>Hours:</b>	76 Hours Per Fortnight
<b>Reports To:</b>	General Manager Corporate and Regulatory Services



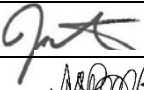
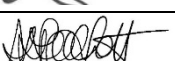
### Position Objectives

The Environmental Health Officer is required to establish and deliver professional services within the Health Team including provision of high-quality professional advice to internal and external customers and ensuring Council's legislative requirements under relevant legislation are met.

### Key Result Areas

1. Environmental and Public Health Services
2. Public Health Programs
3. Customer Service
4. Other Duties
5. Adhere to Council's General Conditions of Employment

Void without CEO approval:

<b>REVIEWED:</b> General Manager		04/04/2023
<b>APPROVED:</b> Chief Executive Officer		06/04/2023

## Key Duties & Responsibilities

### 1. Environmental and Public Health Services

- Administer and or enforce legislation in a manner that discharges the City of Mount Gambier's responsibility and reduces risk to the organisation.
- Act as an authorised officer and administer/enforce the provisions of the following Acts and associated Regulations:
  - SA Public Health Act and various Regulations;
  - Food Act and Regulations;
  - Supported Residential Facilities Act and Regulations, and;
  - Any other Acts, Regulations, Policies or by-laws relating to public and environmental health.
- Ensure inspections within the City of Mount Gambier are conducted in accordance with the organisation's inspection schedules and legislative obligations.
- Record data utilising the organisation's internal systems or databases relevant to public and environmental health matters.
- Gather and document evidence and maintain professional, accurate records and files of inspections, investigations and other relevant matters.
- Attend Court and represent the City of Mount Gambier in legal proceedings when required.
- Consult and collaborate with all relevant stakeholders on public and environmental health matters.
- Provide high level problem solving and interpersonal skills to resolve organisational issues.
- Fee for service provision of Environmental and Public Health Service if required, and within resourcing capability.
- Develop framework and procedures for the administration of relevant legislation.
- Work under limited direction and exercise a degree of autonomy and manage Health Team workload in conjunction with other EHO(s).
- Management of significant projects and/or works programs and/or functions
- Assist with /prepare budgets.
- Control and co-ordination of the Health Team within budgetary constraints (in conjunction with other EHO(s)).
- Supervision/management responsibilities exercised if a multi-disciplinary Health Team (eg trainee, technician) in conjunction with other EHO(s).
- Supervision of contractors.

### 2. Public Health Programs

- Support, advocate, promote and facilitate the provision of food safety training for food handlers.
- Support, advocate, promote and facilitate other public health initiatives where necessary.
- Responsible for decision making in the Health work area (in conjunction with other EHO(s)), including scope to influence operational activities and negotiate matters of significance including negotiating contracts.

### 3. Customer Service

- Provide a high level of professional advice on complex or unusual matters to internal and external customers.



- Ensure all requests, enquiries and complaints from internal and external customers are dealt with promptly and efficiently and in a manner which supports the organisation's policies and enhances the City of Mount Gambier's image.
- Report to Council and respond to resolutions/correspondence from Council promptly and efficiently.

#### **4. Other Duties**

- This position maybe required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.

#### **5. Adhere to Council's General Conditions of Employment**

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and adhere to the principles of conduct and standards of behavior as defined within the Code of Conduct – Behavioural Expectations of City of Mount Gambier's Staff Members.
- Demonstrate and uphold the organisation's Values (Lead, Connect, Deliver) that define the standards that guide our behaviours and commitment in working to accomplish the vision and mission.
- Embrace and support the organisation's customer service charter.



## Key Competencies & Selection Criteria

### Inherent Essential License/s, Clearances and Checks

- A satisfactory pre-employment medical examination.
- Current satisfactory National Police Certificate
- Current satisfactory Working with Children Check (WWCC)
- Current and valid Driver's Licence

### Essential

- Tertiary qualifications in Applied Science (Environmental Health) or other relevant qualification.
- Eligibility for membership of the peak professional body, Environmental Health Australia.
- A high level of professional skills, knowledge and judgement, with a customer service focus.
- Commitment to ongoing professional development in accordance with organisations approved training plan.
- Effective written and verbal communication skills.
- Effective conflict resolution and risk mitigation skills.
- Working knowledge of personal computers, data bases and Windows software; and,
- Ability to effectively contribute as a senior team member within the Corporate and Regulatory Services portfolio.

### Desirable

- Postgraduate qualifications.
- Previous appointment as an authorised officer under relevant legislation.
- Professional environmental /public health experience, preferably within Local Government.



Occupant: VACANT

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature date

