



Position Description – Public Health Officer

Position:	Public Health Officer
Band:	Band 6
Position Number:	1116
Business Unit:	Public Health
Directorate:	Planning and Economic Development

Name of Occupant	Vacant
Date Approved	13 July 2020
Approved By	Manager Public Health

Position Objective

The primary objectives of the position are:

- To assist in achieving a high standard of health and wellbeing of the community, by coordinating and providing appropriate health related programs and services incorporating health education, promotion, advice, preventative measures, regulatory and quality control under the Local Government Act 1989, Environment Protection Act 1970, Public Health & Wellbeing Act 2008, Food Act 1984, Tobacco Act 1987, Residential Tenancies (Caravan Parks Movable Dwellings Registration and Standards) Regulations 2010, Council by-laws and other relevant legislation.

Key Responsibility Areas

The following are the key responsibility areas for the position:

Strategic Planning

- To be involved in the development and implementation of projects, plans and programmes to address strategic environmental health issues such as the Council's Domestic Wastewater Management Plan, and provide input into Council's Municipal Public Health & Well Being Plan etc.

Registration of Premises

- Examine and approve applications, plans, registrations, renewals and transfers to ensure that all premises required to be registered under the Food Act 1984 and the Public Health and Wellbeing Act 2008 are duly registered.
- Ensure the registration of all premises requiring registration pursuant to the Residential Tenancies (Caravan Parks and Mobile Dwellings Registration and Standards) Regulations 2010 and the Public Health & Wellbeing Act (Prescribed Accommodation) Regulations 2009.

- To identify and monitor non-registered premises where public health risks may exist (i.e. tobacco retailers and swimming pools/spas).

Assessment of Registered Premises

- Ensure compliance of registered or transferring premises with the Public Health & Wellbeing Act, Food Act, Residential Tenancies (Caravan Parks Movable Dwellings Registration and Standards) Regulations and any relevant Regulations and Codes of Practice by conducting a comprehensive assessment and inspection programme and maintaining appropriate administrative records for such premises.
- Advise and educate occupiers of Registered Premises regarding best practice in terms of the Public Health & Wellbeing Act, Food Act and any relevant Regulations and Codes of Practice.
- Determine and implement appropriate actions when non-conformances are identified.
- Investigate and report all complaints, concerns and alleged nuisances received regarding any registered premises pursuant to the relevant legislation.

Food Safety Surveillance

- Assess Food Safety Plans in accordance with the legislative requirements and provide advice, information and assistance to proprietors in implementation of FSPs.
- Assist in the development and implementation of Council's annual food-sampling program.
- Investigate food borne illness and implement strategies that minimise the incidence of food borne illness in the community by ensuring food offered for sale meets standards demanded by the Food Standards Code Australia New Zealand and the Food Act 1984.
- To achieve, through education, advice and awareness, an increase in the understanding of safe practices in the areas of food handling and hygiene by people involved in the sale of food for human consumption as per legislative requirements.
- Ensure that food identified as a risk to consumers is made unavailable for sale by implementing food re-calls or by seizure of adulterated food, as well as responding to customer complaints within specified response times.
- Ensure that all necessary records and registers are maintained as required by relevant legislation.

Tobacco

- Implement and enforce the requirements of the Tobacco (Amendment) Act 2007.
- Coordinate and conduct education visits in accordance with the Department of Health and Human Services protocol.
- Respond to complaints from residents about offences in connection with the Tobacco (Amendment) Act 2007 and issue infringement notices or take legal action as required.
- Provide advice to tobacco retailers, food businesses and the community on matters relating to tobacco legislation.

Environmental Protection

- Maintain and provide advice on effective septic tank and wastewater disposal systems including the inspection and approval of applications for septic tank installations in accordance with the Environment Protection Act 1970.
- Monitor and provide advice on matters relating to Environmental Pollution Control, including complaints regarding drainage, noise, water, air pollution and nuisances.
- Provide advice to residents on effective measures for control of vermin and pests in the municipalities.

- Investigate and determine relevant action required in relation to wastewater disposal complaints within the specified response times.
- Collaborate with relevant government departments on matters related to environmental protection.

Communicable Diseases

- Assist with Council's sharps container and disposal program to residents of the Municipality, including disposal of all infectious wastes (including sharps) in accordance with the Environment Protection Authority requirements.
- Take and process relevant samples in accordance with set scientific processes in order to investigate infectious diseases.
- Participate in the Pediculosis (head lice) Control Program including provision of advice on the treatment and prevention of head lice to schools and the public at large.
- Respond to, investigate and determine relevant action required in relation to infectious disease notifications within the specified response times and in accordance with the Department of Health and Human Services protocol.
- Provide advice and information on prevention and control of infectious diseases.

Emergency Management and Recovery

- To be familiar with all relevant procedures outlined in Council's Emergency Relief and Recovery Plan.
- To understand and respond to emergencies within the Municipality in line with the Health & Medical sub plan of the Emergency Management Plan.
- During an emergency situation, assist the Emergency Recovery Manager in any public health issues to prevent or minimise the outbreak of disease.

Complaints

- Assess, investigate and report within specified timeframes internal and external complaints, and take necessary remedial action for abatement of the nuisance or impact.
- Resolve conflict between parties by means of mediation and negotiation.

Administration

- Maintain appropriate records for all health services for which you are responsible including registers required by law.
- Develop or assist in developing relevant environmental health policies and procedures.
- Assess and provide comment on various development and planning proposals.
- Develop an understanding of the use of the Council's computer systems.
- Act as authorised officer pursuant to the Public Health & Wellbeing Act, Food Act, Environment Protection Act, Tobacco Act, Residential Tenancies Act and Councils' Local Laws where required.
- Assist the Coordinator Public Health with the management of annual expenditure.
- Provide reports as and when required to the Coordinator Public Health on matters relating to Public Health Program Service Areas.
- Provide advice and information to the community on Environmental Health issues, as and when required.
- To ensure that all work undertaken by the position is carried out in a healthy and safe manner and that any unsafe aspects of the workplace are immediately rectified and/or reported to your supervisor when appropriate.

- To perform all duties required of the position, during or after normal working hours, in a manner that provides efficient, effective and quality services and which leads to the sustained improvement in productivity of the Service Unit and the Council.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to: *(Insert Direct Supervisors Job Title)*
Supervises: *(Insert Direct Reports Job Title/s)*
Internal Liaisons: *(Insert key cross functional relationships within the organisation)*
External Liaisons: *(Insert key external relationship i.e. suppliers, community, contractors)*

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

Qualifications and Experience

The qualifications and experience required for the position include:

- Bachelor of Applied Science – Environmental Health/ Degree Environmental Health or similar qualification acceptable and recognised by the Environmental Health Professionals Australia Ltd. OR lesser formal qualification with substantial experience.
- Eligibility to become a member of the Australian Institute of Environmental Health.
- Minimum two years experience in an environmental health or food safety role.
- Current Victorian Drivers Licence.

Key Selection Criteria

- Qualifications and experience as outlined above.
 - Demonstrated experience in Environmental Health practices,
 - Demonstrated high level Customer Service focus.
 - Demonstrated ability to discuss, gain cooperation, negotiate and resolve problems and conflicts through consultation, liaison, follow up and negotiation.
 - Demonstrated ability to plan and manage own workload, determine priorities and achieve deadlines/objectives within a set timetable
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Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Freedom to act as set by Statutory Acts and Regulations, Council policies and practices by frequent consultation and regular reporting.
- Exercise authority to take action in the control of actual/potential health hazards.
- Authorised to participate in Municipal Emergency Management Plan as required.
- Preparation of external correspondence.
- Responsible to take appropriate action on premises required to be registered but known to be operating without registration.
- Responsible to ensure that all applications for registration, transfers and renewal of registrations are determined in an effective and timely manner.
- Ensure that inspections of registered premises are undertaken to maintain appropriate health standards.
- Efficient and effective administration of legislation relating to environmental and public health.
- Development and implementation of effective and relevant community education programs.
- The effectiveness of consultation with business owners on health related matters and that advice provided is accurate and timely.
- Maintain accurate records.
- Handle enquires complaints and investigations in an effective and timely manner.
- Develop and implement environmental health codes and procedures.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Ability to operate with minimum supervision, guidance and advice is readily available.
- Ability to assess situations, draw conclusions and formulate appropriate responses based on experience, theory or precedent within established Practices, Policies and Legislation with guidance and advice readily available.
- Ability to develop solutions to issues where established standards are not available or appropriate.
- Solving problems using the application of professional and technical knowledge.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Developed understanding and implementation of relevant provisions of the Public Health & Wellbeing, Food and Environment Protection Acts, including an understanding of relevant procedures followed during litigation processes and the possible legal ramifications in cases where the incumbent provides the wrong advice, acts wrongfully, etc.
- Understanding of the principles involved in basic scientific laboratory or field testing equipment techniques and a demonstrated ability to undertake field work and to interpret scientific results.
- Analytical and investigative skills required to formulate procedures and options.
- Demonstrated knowledge of computer based health systems.
- Demonstrated knowledge of the Occupational Health and Safety hazards, policies and procedures relevant to the position.
- Understanding of the long term unit goals and policies of unit and that of the Baw Baw Shire.
- Ability to instruct and train in safe food handling techniques.

Management Skills

The required management skills include:

- Ability to plan and manage own workload, determine priorities and achieve deadlines/objectives within a set timetable.
- Demonstrated ability to contribute to team building.
- Active participation in team goals and objectives within the section and across the organisation.

Interpersonal Skills

Interpersonal skills include:

- Ability to communicate effectively and deal with a range of people in a diplomatic and courteous manner (verbal and written).
- Ability to respond sensitively to the needs of customers.
- Ability to promote a positive image of the Public Health Unit and the Baw Baw Shire Council.
- Ability to discuss, gain cooperation, negotiate and resolve problems / conflicts through consultation, liaison, follow up and negotiation.
- Well developed report and letter writing skills.
- Ability to liaise with external and internal counterparts on specialist matters in order to improve processes or resolve problems.
- Confidentiality, tact and discretion in carrying out assigned duties and responsibilities.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date