## Position Description: Environmental Health Officer

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Environmental Health Officer provides services related to Environmental Health including public health, food safety and environmental issues and related technical advice to managers and other staff of council. This role is also responsible for undertaking specific environmental health projects as and when required.

This role will assist the Team Leader Environmental Health and other members of the Council ensure that organisation meets all of its Legislative, Management Plan and Budgetary requirements. The Environmental Health Officer is also responsible for maintaining Cumberland Council (the organisation and the community) at the forefront of Environmental Health.

**KEY DUTIES AND RESPONSIBILITIES**

***Environmental Health Surveillance***

* Complete inspections of retail food premises; industrial/commercial premises; development sites; regulated systems; public swimming pools and spa pools; and skin penetration premises (including but not limited to tattooist, beauty salons, hairdressers and acupuncturists) to ensure compliance with the relevant Acts & Regulations made thereunder.
* Respond to nuisance complaints concerning noise, odour, sewer, food, skin penetration, unhealthy premises, water pollution and land contamination.
* Provide technical advice & support to staff within the Council and to external agencies where required.
* Maintain databases and statistical information as required.
* Promote and implement best practice methods

***Assessment of Development Applications***

* Assess development applications within agreed timeframes (including the assessment of technical reports) to ensure the requirements of the relevant Acts & Regulations made thereunder are fulfilled.

***Education and Development of Council Policy & Procedures***

* Develop and deliver educational programs including Council’s ‘Food Handler Seminars’. Contribute to the development of Council’s food, skin penetration and relevant newsletters, attend meetings, training and represent Council on matters of environmental concern.
* Ensure that Council meets all of its legislative requirements that relate to environmental policy and procedure and Develop policy which guides environmental health best practice where gaps are identified.

***Reporting***

* Collect and collate statistical data

***Assist Council’s Trainee Environmental Health Officer***

* Assist the Trainee Environmental Health Officer (TEHO) in conducting their duties and in their professional development.
* Assist the TEHO in conducting routine environmental monitoring of the City’s watercourses, monitoring of ambient noise levels and the routine water sampling and analysis of public/private swimming pools, and ensure compliance with NSW Ministry of Health Guidelines.

***EHO Generalist functions***

* Project manage EHO related projects as required by the Team Leader Environmental Health, Manager Health & Environmental Protection.
* Other Duties as Directed by the Team Leader Environmental Health, Manager Health & Environmental Protection, which may include but is not limited to: Developing presentations and presenting to an audience and representing Council at meetings and conferences; and Working overtime, including before and after standard working hours and on weekends and public holidays as agreed.

***Child Safe Organisation***

* This position is not currently designated as child related but Council may at any time choose to apply to the NSW Office of the Children’s Guardian to have this role designated as child related, even though it may not involve face to face contact with children. Workers would be duly notified if this was to occur.
* Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

***Fraud and Corruption Prevention***

* Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council’s Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

**Work Health & Safety**

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

**ORGANISATION STRUCTURE**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

***Essential***

* Degree Level qualifications in Environmental Health or equivalent.
* Knowledge of Environmental Health best practices.
* Sound knowledge of the relevant Environmental Health legislation including Protection of the Environment Operations Act 1997, Food Act 2003 (and Food Safety Standards), Public Health Act 2010, Local Government Act 1993 and all Regulations made thereunder.
* Experience in implementing inspection programs for; food surveillance, regulated systems, and skin penetration premises (including tattooists, beauty salons, hairdressers and acupuncturists).
* Experience in environmental monitoring, responding to pollution incidents, pollution investigations and enforcement procedures.
* Experience with the environmental assessment of Development Applications.
* Current Class C NSW drivers licence.
* Computer literacy.

***Desirable***

* Experience in the development of policy/educational programs, Environmental/Food auditing and issuing Penalty Infringement Notices.
* Experience in the preparation of Notices/Orders under the Local Government Act 1993, Protection of the Environment Operations Act 1997, Food Act 2003 and Public Health Act 2010.
* Experience preparing letters, memos and reports on issues relevant to the Environmental Health Officer’s role to a wide range of audience, including Senior Management and Council.
* Coordination of Legal Action including the preparation of and giving evidence in Court and liaising with Council’s designated legal representatives and issuing Penalty Infringement Notices.
* Sound written and verbal communication skills.
* Proven ability to work productively as a member of a team and contribute to team goals.
* Demonstrated knowledge of the Local Government environment.

***Employment Screening Required***

* Qualifications verification
* Licence Check if driving Council vehicles

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| **Classification** | Grade 10 |
| **Job Function Group:** | Professional |
| **Reports to:** | **Team Leader Environmental Health** |
| **Staff Reporting Responsibilities:** | Nil |
| **Budget Responsibility:** | Nil |

Date:

Agreed:

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