

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Environmental Health Officer		
Position Number:	4312		
Group:	Planning and Environment	Unit:	Health and Building
Salary Grade:	Grade 13 + 7%	Standard Position Hours:	35 Hours
Position Reports to:	Environmental Health Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	June 2008	Date Last Reviewed:	8 May 2014
Version:	2	Document Number:	DOC2014/018631

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Business Support
- Strategic Landuse Planning
- Integrated Planning & Reporting
- Natural Environment Planning

The Health and Building Unit is primary responsible for the compliance and education of Councils Health, Environment, Building and Ranger functions within the community.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide effective and efficient services to reduce risks to both public health and the environment. This incorporates conducting inspections as identified by the approved regulatory inspection program; administration and enforcement of related legislation; and, implementation of Council's On-Site Sewage Management Strategy.

KEY ACCOUNTABILITIES

1. Provide statutory services relating to the regulatory premises program including the inspection of food premises, skin penetration premises, hairdressers/beauticians, cooling towers/warm water systems, shared/tourist accommodation and public swimming pools/spas.
2. Provide statutory services relating to on-site sewage management as prescribed by the *Local Government Act 1993* and Council's On-Site Sewage Management Strategy including the inspection of on-site sewage management systems (OSSMS).
3. Investigate, manage and resolve public health, environmental and stormwater complaints (CRMs) within required timeframes.
4. Provide high quality technical advice to Town Planning and Building services through the timely completion of development application referrals.
5. Consider and determine applications for approval under section 68 of the *Local Government Act 1993* relating to the installation, construction or alteration of a waste treatment device and operating a system of sewage management.
6. Assist the Environmental Health Team Leader to meet operational performance standards with regard to CRM response; regulatory premises & OSSMS inspection rates; timely completion of Development Application referrals; and, assessment and determination of *Local Government Act* applications.
7. Guide and instruct the Trainee Environmental Health Officer as directed in the conducting of their duties and their professional development.
8. Assist the Environmental Health Team Leader with the development, promotion and delivery of education programs.
9. Provide advice to the Environmental Health Team Leader when legal action is required and as necessary prepare evidence and represent Council at the Land and Environment Court or local courts.
10. Respond to pollution incidents and take necessary action to mitigate/minimise environmental harm and where Council is the Appropriate Regulatory Authority (ARA) take responsibility for the incident.
11. Liaise with, and provide assistance and advice to a variety of stakeholders including Council staff, consultants, residents, State Government Departments and agencies.
12. Actively participate in continuous improvement of systems, procedures, policies, organisational culture and cross organisational relationships.
13. Keep up to date with industry and legislative developments relating to environmental health issues.
14. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree or post graduate qualifications accredited by Environmental Health Australia.
2. Demonstrated knowledge of the *Food Act 2003* and subordinate legislation; and demonstrated experience conducting food premises inspections and undertaking enforcement action.
3. Demonstrated knowledge of the *Public Health Act 2010*, *Swimming Pools Act 1992* and subordinate legislation; and, demonstrated experience in conducting swimming pool and spa inspections and undertaking enforcement action.
4. Demonstrated knowledge of the *Public Health Act 2010*, *Local Government Act 1993* and subordinate legislation; and, demonstrated experience in conducting skin penetration, water cooling tower, hair & beauty and shared/tourist accommodation inspections and undertaking enforcement action.
5. Demonstrated knowledge of the *Local Government Act 1993*, subordinate legislation and the Environment and Health Protection Guidelines for On-Site Sewage Management for Single Households; and, demonstrated experience in conducting inspections of a variety of commercial and domestic on-site sewage management systems and undertaking enforcement action.
6. Demonstrated knowledge of the *Protection of the Environment Operations Act 1997*; and, demonstrated experience in conducting investigations into pollution incidents with regard to air, noise, odour, water and land pollution.
7. Highly developed written and verbal communications skills including the ability to communicate with a range of stakeholders, both internal and external.
8. Demonstrated highly developed negotiation and conflict resolution skills.
9. Demonstrated computer skills including experience in the use of Microsoft Office, Electronic Document Management Systems, computer based Geographic Information Systems and Customer Request Management Systems.
10. Demonstrated ability to manage work priorities efficiently and the ability to work independently with a minimum of supervision.
11. Class C Drivers Licence

Highly Desirable

1. Environmental/Food Auditing Skills
2. Demonstrated experience in environmental or health projects or programs involving coordination and community consultation.
3. Demonstrated knowledge and understanding of current industry trends, issues and industry best practice and development

SIGNATURE

Employee

Full Name:

Signature:

Date: