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| **Title** | Junior Environmental Health Officer |
| **Classification/Grade/Band** | Band 3 Level 1 |
| **Group/Unit/Section** | Environment and Planning/ Environmental Compliance and Systems / Environment and Public Health |
| **Reports to** | Section Manager Environment and Public Health |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthens and supports the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Junior Environmental Health Officer is responsible for providing operational support for the control and regulation of environmental, food and/or public health standards for the Central Coast Community.

The Junior Environmental Health Officer is expected to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Support the Environmental Health Officers by applying environmental, food and public health legislation to activities carried out in the Central Coast Community in accordance with Council’s policies and procedures.
* Assist in the delivery of the Food and Public Health Inspection program in accordance with the relevant legislation and Council’s policy and procedures;
* Provide technical advice to businesses and the general public on matters of environmental, food and\or public health activities;
* Assist the team in responding to and investigating environmental, food safety and/or public health incidents and prepare evidence for enforcement action where there has been non-compliance with legislation;
* Escalate complex matters to an Environmental Health Officer;
* Prepare field notes, inspection reports and other correspondence as required;
* Assist in the preparation of evidence that needs to be submitted to the Land and Environment Court and Local Court for enforcement action taken following an investigation for pollution incidents;
* Ensure Council’s corporate risks are managed by completing appropriate documentation consistent with Council policy;
* Perform any other duties assigned, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role
* Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
* Decisions affect own work only;
* The work of the Junior Environmental Health Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Junior Environmental Health Officer is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.
* Has little or no responsibility for budget development.
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

**Personal Attributes**

* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* Currently in the final year or have completed a degree in Environmental Health, Food Science, Environmental Science OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
* Current Class C driver’s license.

EXPERIENCE

* Ability to demonstrate knowledge and understanding of Protection of the Environment Operations Act, Local Government Act, the Food Act and the Public Health Act;
* Demonstrated experience in preparing a variety of written communication to a professional standard;
* Well-developed interpersonal, communication and negotiation skills, including the ability to discuss matters relating to food safety, public health and the environment.;
* Proven skills and experience in researching, interpreting data, collating information and reporting.
* Demonstrated ability to build strong, credible relationships and work as part of a team.

Key Relationships

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| Internal | External |
| Leadership Team | State and Federal Government Agencies |
| Unit Managers | Industry representatives and associations |
| Council employees |  |