**Position Description**

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| **Position title:** | **Environmental Protection Officer** |
| **Work location:** | City Administration Centre, 12 Stewart Avenue |
| **Directorate:** | **Planning and Environment** |
| **Reports to:** | Environmental Health Coordinator |
| **Direct reports:** | Nil |
| **Salary Point:** | SP12 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | April 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Transport and Regulation Service Unit is part of the Planning and Environment Directorate.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation

**What’s it like working in Transport & Regulation (T&R)?**

This position is within the Transport and Regulation (T&R) Service Unit who are responsible for transport planning and operations, and regulation and compliance functions and processes across the Newcastle Local Government Area.

The City of Newcastle has a rich heritage, being one of Australia’s earliest, and now largest cities, which has transitioned from its industrial beginnings into a dynamic modern economy. Working within T&R is an opportunity to contribute significantly to the transport planning and regulation of the City across a wide range of projects. As part of the T&R Service Unit, you will form an integral part of a professional, dedicated, and passionate team that supports professional development and opportunities.

The T&R Service Unit ensures compliance with legislative requirements, provides advice, and undertakes projects and assessment to inform evidence-based decision making throughout and across City of Newcastle (CN). The Service Unit has significant direct community and stakeholder engagement through its transport and regulation functions.

**What’s the focus of this position?**

The Environmental Health team sits within Transport & Regulation and is responsible for a range of Environmental Health programs. These include reactive and proactive inspection programs covering food premises, skin penetration premises, public swimming pools, water cooling systems, on-site sewage systems, sediment and erosion inspections and the business pollution prevention program. This position would be responsible for undertaking a range of inspections and investigations associated with these programs and environmental health related customer service requests received.

**What you will be doing:**

* Assist in the delivery and implementation of environmental health inspection programs in accordance with relevant legislation, CN’s policies and procedures.
* Respond to environmental health complaints and incidents and where necessary, take appropriate regulatory action, including issuing penalty notices and submitting recommendations for proceeding with prosecution action.
* Contribute to the development and review of policies and procedure, statutory legislation and instruments, development control plans and procedure manuals.
* Provide professional advice to internal and external customers regarding environmental health aspects of development applications and approvals, operational controls and conditions and statutory requirements.
* Develop and maintain a sound working knowledge of relevant legislation, policies and guidelines regarding public health and environmental management.
* Develop and maintain effective working relationships with internal and external stakeholders to achieve sound environmental health outcomes.
* Promote the image of CN as a competent, efficient and courteous service provider, delivering high quality outcomes with a strong customer service focus consistent with CN’s values and policies.
* Contribute positively to a cooperative and supportive multi-disciplinary team environment and the maintenance of overall team performance objectives.
* Any other accountabilities or duties as directed by the Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Tertiary level qualifications or reasonable progress towards qualifications in Environmental Health or a related qualification, and/or demonstrated capability through past employment experience.
* Experience and demonstrated competence in environmental health compliance and a detailed understanding of the principles and practices of environmental health management and relevant environmental and health legislation and guidelines.
* Sound analytical and problem-solving skills with ability to competently address technical issues.
* Ability to work in a multi-disciplinary team environment with a customer service focus.
* Sound written and oral communication skills, including reasonable competence in the preparation of reports.
* Ability in the application of conflict resolution and negotiation skills.
* Ability to manage work priorities efficiently and to work independently with a minimum of supervision.
* Current C Class drivers’ licence

**Other valuable skills you may have:**

* Proven experience in dealing with and resolving complex environmental health issues/complaints.
* Experience and competence in the collection and preparation of evidence in relevant legal proceedings.
* Ability to participate in organisational change strategies, service delivery and policy reform.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |