

POSITION DETAILS

Position Title:	Environmental Health Officer	Position Grade:	10
Dept/Directorate:	Environment, Health and Building City Planning and Environment	Position Status /Hours per Week:	Permanent - 35 hours per week

PRIMARY PURPOSE OF THE POSITION

- To monitor food premises, hair and beauty salons, skin penetration premises, public swimming pools and water-cooling systems for compliance with environmental health legislation
- To investigate and respond to complaints concerning public health risks
- To investigate and respond to pollution incidents and complaints
- To investigate and respond to complaints concerning weeds
- To assess environmental health impacts of major development applications and applications involving regulated premises

SELECTION CRITERIA

Education / Qualifications

- A degree in environmental health or other suitable qualification relevant to the key accountabilities for the position

Experience/Specific skills

- Demonstrated experience in carrying out routine compliance inspections of food premises, hair and beauty salons, skin penetration premises, public swimming pools and water-cooling systems
- Demonstrated experience in investigating complaints concerning public health risks
- Demonstrated experience in investigating pollution incidents and noise complaints
- Demonstrated experience in assessing development applications for environmental health impacts
- Ability to prioritise work appropriately and meet deadlines.
- Ability to determine appropriate enforcement options (warnings, notices and orders, penalty notices, legal proceedings) and use them to achieve compliance with legislation
- Excellent communication (oral and written), technical and organisational skills
- Good problem solving skills
- Good conflict resolution skills
- Sound working knowledge of relevant legislation such as the Local Government Act, Protection of the Environment Operations Act, Food Act, Public Health Act and other relevant legislation
- Demonstrated commitment to WHS and EEO principles and practices
- Current driver's license

Personal Attributes

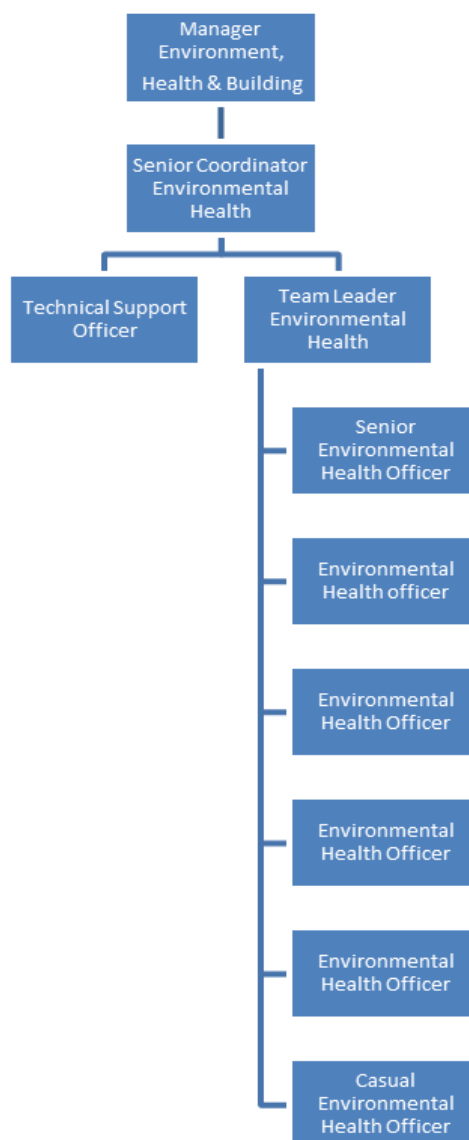
- Flexible attitude
- Ability be firm and impartial when making decisions

- Ability to work under pressure
- Ability to use initiative and carry out tasks with minimal supervision
- Ability to work independently or as part of a team
- Ability to deal with people in a tactful and courteous manner
- Commitment to ongoing training and development
- Willingness to share knowledge and experience with others

Desirable Qualifications, Experience and/or Skills

- Post graduate qualifications in environmental health or a related field
- Completion of the Public Health Emergency Management Course conducted by NSW Health
- Knowledge of Environmental Planning legislation
- Knowledge of building construction theory and regulations
- Knowledge of pool safety requirements
- Bi-lingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning and Strategy Directorate of the organisation:

- Regulated premises service
- Unauthorised activity investigation service
- Building certification service
- Pollution regulation service
- Pest management public health regulatory service
- Regulate private noxious weeds service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	