

Position Description

Trainee Environmental Health Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Eligibility for a Commonwealth supported place at university.

Assessed entry level of position within salary system:	Operational Band T4 –T10
Position limit within salary system: (20 Grade structure)	N/A
Status of position:	Temporary – Traineeship
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning & Community
Section:	Environment, Development & Strategic Planning
Team:	Building & Environmental Services
Work base:	Maclean, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Building & Environmental Services Coordinator
Level of support and supervision:	High
Level of personal management	Moderate
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All Council Sections
External contacts:	General public, government agencies, consultants, developers

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Walking on unformed ground and up and down slopes

Frequent driving

Frequent use of keyboard

Purpose of the position

To assist the Building & Environmental Services team to deliver environmental health services and promote sustainability

Major duties and responsibilities

Undertake administrative functions related to the Environment, Development and Strategic Planning Section.

Assist with the delivery of Council's food safety program.

Undertake environmental and public health inspections to ensure compliance with legislation, guidelines and Council policy.

Assist with investigations and respond to environmental issues such as water, noise, and air pollution incidents.

Assist with water sampling and environmental monitoring and auditing programs.

Prepare basic reports and correspondence.

Assist with Sustainability and Climate Change Projects.

Assist with preparation of Councils State of the Environment Report.

Represent Council in Court as required.

Provide accurate and timely written and oral advice.

Assist others with workloads and projects as directed.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Eligibility for a Commonwealth supported place at university

Eligible for admission to Bachelor of Natural Science (Environmental & Health) - University of Western Sydney (Distance Education)

Licences/tickets, clearances, membership

Current Drivers Licence

Essential selection criteria**Position related skills**

General computer literacy including basic proficiency in Microsoft Word, Excel and email and internet programs

Demonstrated interpersonal skills, and written and verbal communication skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Demonstrated ability to interpret instructional information and apply to on the job situations

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Partial completion of Bachelor of Health Science (Environmental Health, University of Western Sydney (Distance Education)); **or** Certificate III or IV in a relevant field of study; **or** successful completion of Science based subjects at HSC level

An understanding of environmental services within Local Government.

Experience

Work experience in an environmental health, environmental science or related field

Other features of this position may include

Councils preferred education provider for this position is the University of Western Sydney

Occasional contact with challenging customers/members of public

Council based trainees are engaged in accordance with Council's Trainee Protocol which includes:

- Payment of course fees (subject to satisfactory completion of units)
- Purchase of prescribed text books required for the training, which will remain in the possession of the trainee
- Access to study leave

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Generic performance requirements

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee
