

Position Description

Environmental Health Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: May 2019

Salary and conditions

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

Assessed entry level of position within salary system:	Band 3 Level 2
Position limit within salary system: (20 Grade structure)	Grade 12 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Environment, Planning and Community
Section:	Environment, Development and Strategic Planning
Team:	Environment/Regulated Services
Work base:	Grafton and/or Maclean, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Senior Environmental Officer
Level of support and supervision:	Moderate
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, food premises

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

Physically capable of carrying out site inspections

Frequent driving

Frequent work outdoors exposed to elements

Frequent use of keyboard

Purpose of the position

To exercise responsibility for a range of environmental and public health, enforcement, regulatory and administration functions.

To provide accurate and succinct information on sustainable and environmental services issues.

To take a proactive role in identifying key sustainability, environmental and public health issues for the community and Council.

Major duties and responsibilities

Ensure that applications are assessed and determined in accordance with Local Government Act 1993, Protection of the Environment Operations Act 1997, Food Act 2003 and Environmental Planning & Assessment Act 1979, relevant other legislation and Council policies etc.

Process development applications referrals for environmental impact assessment within time frames set by service level agreements.

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

Ensure that acceptable standards of environmental health are met and maintained.

Undertake and deliver Council's food safety program.

Develop and implement Council's public health programs.

Investigate and respond to water, noise, and air pollution incidents.

Assist with water sampling and environmental monitoring and auditing programs.

Identify and seek grant funding for environmental and regulated services programs.

Assist with preparation of policies relevant to the environment and regulated services team.

Assist with Sustainability Projects.

Prepare detailed reports and correspondence.

Represent Council in Court as required.

Provide accurate and timely written and oral advice.

Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

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

Tertiary qualifications or equivalent in Environmental Health/Science

Detailed knowledge of environmental or sustainability issues

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in environmental health programs

Position related skills

General computer literacy including basic proficiency in Microsoft word and email and internet programs

Demonstrated well developed written and verbal communication skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

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

Education and knowledge

Post graduate qualifications in environmental health, science, public health or management

Sound knowledge and demonstrated experience with the Public Health Act 2010, Food Act 2003, Food Standards Code, Protection of the Environment Operations Act 1997, and L.G Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings Regulations 2005

Experience

Demonstrated experience in the delivery of environmental, sustainability or public health projects or programs

Position related skills

Demonstrated project management skills

Demonstrated well developed negotiation and conflict resolution skills

Other features of this position may include

May be required to represent Council in forums or public meetings from time to time

Occasional potential contact with challenging customers/members of public

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.

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