

## **CORPORATION OF THE CITY OF WHYALLA**

### **POSITION DESCRIPTION**

<b>1. POSITION DETAILS</b>	
<b>Position:</b>	Environmental Health Officer
<b>Underpinning Award:</b>	South Australian Municipal Salaried Officers Award
<b>Stream:</b>	General Officers Classification Structure: Level 5
<b>Group:</b>	City Growth
<b>Reports to:</b>	Manager Environmental Health & Regulatory Services
<b>Direct Reports:</b>	Nil
<b>Key Interactions / Relationships:</b>	City Growth Personnel SA Health Community members Business owners
<b>PD Development Date:</b>	April 2018 V1

<b>2. POSITION CONTEXT</b>	
<b>Organisational Overview</b>	<p>The City of Whyalla is one of the largest regional City's within South Australia and offers a relaxed lifestyle where the Outback meets the Sea. Whyalla has a well established industry and retail base, strong community spirit and its residents enjoy a comfortable lifestyle with plenty of amenities, events and activities.</p> <p>It offers a culturally diverse regional community and is home to approximately 23,000 people. The council area includes Eight Mile Creek and extends south of the City to Murninnie Beach and north of the Point Lowly shacks to the Department of Defence boundary fence.</p> <p>Whyalla City Council manages and maintains Childcare services, Library, Airport, Resource Recovery Centre, Cemetery, Crematorium, Infrastructure and recreational facilities including the Visitor Information Centre.</p>
<b>Accountability Statement</b>	<p>The Environmental Health Officer is accountable for ensuring proper standards of public and environmental health are being maintained throughout the community by monitoring, investigating and promoting public and environmental health issues and taking legislative action where necessary.</p>
<b>Key Role Responsibilities</b>	<p><i>The role is responsible for providing strategic leadership of the environmental health function in the achievement of:-</i></p> <p><i>Ensuring that a proper standard of public and environmental health is maintained within Whyalla by:</i></p> <ul style="list-style-type: none"> <li>Investigating reports of local nuisance issues which may include monitoring and controlling air, noise and water pollution.</li> <li>Investigating cases of notifiable diseases as directed by the Communicable Disease Control Branch of SA Health.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Monitoring public swimming and spa pools for compliance with legislative requirements.</li> <li>• Managing the school immunisation program and monitoring immunisation coverage for Whyalla.</li> <li>• Maintaining pest and vector control programs where required.</li> <li>• Inspecting hairdressers, beauty salons and tattooists for proper hygiene practices.</li> <li>• Approving and providing advice on onsite waste control systems.</li> <li>• Coordinating and regulating testing and inspection requirements for HRMWS's, maintain a register of these systems and assess compliance reports.</li> <li>• Conducting hazardous substances audits and maintaining the hazardous substances register and manifests for Council operations.</li> </ul> <p><i>Ensure food being sold in Whyalla is fit for human consumption and proper hygiene practices are being observed by:</i></p> <ul style="list-style-type: none"> <li>• Undertaking routine and adhoc investigations and inspections of food premises to assess compliance with the <i>Food Act 2001</i> and <i>South Australian Public Health Act 2011</i> and implement appropriate actions to ensure compliance.</li> <li>• Maintaining a current database of food businesses and inspections conducted.</li> <li>• Investigating complaints regarding unfit food and unsatisfactory hygiene practices.</li> <li>• Investigating cases of food poisoning as directed by SA Health and provide reports of the same.</li> <li>• Monitoring food recalls as required.</li> </ul> <p><i>Promote and provide relevant information to the community on public and environmental health issues by:</i></p> <ul style="list-style-type: none"> <li>• Conducting lectures, presentations and training on health issues in schools and to other interested organisations and groups, including conferences and professional bodies.</li> <li>• Providing educational resources to the community.</li> <li>• Liaising with other health agencies to promote health related issues.</li> <li>• Assisting in the preparation of media release documents on various health issues as requested.</li> </ul> <p><i>Maintain a proactive approach to public and environmental health issues by:</i></p> <ul style="list-style-type: none"> <li>• Implementing and reviewing strategies identified in the Regional Public Health Plan relating to public and environmental health.</li> <li>• Participating in joint projects that impact on public and environmental health with other government agencies and educational institutions.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Undertaking research and contributing to the planning and development of policies and procedures within the public and environmental health field.</li> <li>• Assisting in the annual budget for the unit and ensuring that income and expenditure is maintained within budget expectations.</li> <li>• Providing assistance and advice to other internal and external departments as required.</li> <li>• Provide efficient, accurate and prompt customer service in person, by phone and in written correspondence.</li> <li>• Preparation of reports pertaining to matters of public and environmental health.</li> <li>• Other duties, within classification level and level of skills and competence.</li> </ul>
<b>Management Focus</b>	<p><i>In fulfilling key accountabilities of this role, the Environmental Health Officer will:</i></p> <ul style="list-style-type: none"> <li>• Ensure any decisions or actions are in accordance with good governance, legal compliance and any delegations/authorities as provided for by the incumbents direct Manager;</li> <li>• Apply business management skills in managing the financial and physical resources of the Business Unit in the achievement of the strategic goals for the department including business improvement and cost reductions;</li> <li>• Provide initiative and innovative thinking within the context characterised by professionalism and decisiveness in dealing with strategic issues raised within the Department;</li> <li>• Actively contribute to the development of the strategic objectives for the department;</li> <li>• Achieve the annual Strategic Performance Objectives set for this position;</li> <li>• Ensure productive relationships with stakeholders (internal and external) are maintained;</li> <li>• Strive towards achieving excellence and a continuous improvement philosophy in service management;</li> <li>• Ensure customer-focused, accountable and responsive service delivery to customers of the City of Whyalla; and</li> <li>• Ensuring all necessary activities undertaken for Council comply with with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management System.</li> </ul>
<b>Workplace Health and Safety / Environment and Risk</b>	<ul style="list-style-type: none"> <li>• Ensuring reasonable care is taken for personal safety and that of others in the workplace;</li> <li>• Utilising any necessary safety devices and personal protective equipment in accordance with established procedures;</li> </ul>



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	<ul style="list-style-type: none"> <li>• Initiating appropriate actions to prevent the occurrence of non-compliance in processes and / or systems and validating completion of same;</li> <li>• Ensure that you are not, by consumption of alcohol or a drug, in such a state to endanger their own safety or that of others;</li> <li>• Support and use appropriate consultative structures;</li> <li>• Ensure that all contractors operate in accordance with relevant Council Policy;</li> <li>• Be aware of and proactive in the need for continually improving and protecting the Environment in which we work;</li> <li>• Identifying, assessing and controlling risks to the health and safety of workers, volunteers, contractors and visitors from the operational activities of the department for which responsible;</li> <li>• Ensuring regular consultation occurs on WHS requirements with workers by structuring clear WHS objectives into regular team meetings and reviews;</li> <li>• Participating in the rehabilitation process, including provision of practical support and assistance to injured employees;</li> <li>• Undertaking WHS Training where required and ensuring members of own Group also attend any relevant WHS Training.</li> </ul>
<b>Human Resources</b>	<p><i>The Environmental Health Officer has a Corporate responsibility to ensure:</i></p> <ul style="list-style-type: none"> <li>• Adherence to and instilling the culture of good Human Resource Management principles including but not limited to Council Employees Code of Conduct, Equal Employment Opportunity, Fair Treatment Processes, Staff Performance, Recruitment and Induction Processes;</li> <li>• Compliance of self and team members with the current City of Whyalla Policies and Procedures as varied from time to time;</li> <li>• Ongoing development opportunities exist for staff to develop knowledge and competency in accordance with Learning and Development Strategies;</li> <li>• Ensure any employee issues that have the potential to escalate are communicated to direct Manager and / or Human Resources Group as soon as practical;</li> <li>• A positive, co-operative and productive work environment exists that aligns to the organisation's preferred culture.</li> </ul>
<b>Vision Mission Values</b>	<p><b>Together, we will meet our objectives by committing to our Vision, Mission and Values.</b></p> <p><i><b>Vision</b></i>  <i>Whyalla will be a vibrant, attractive city offering our community a diverse range of sustainable economic, social, environmental and cultural opportunities.</i></p> <p><i><b>Mission</b></i></p>

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	<p><i>We will provide access to quality infrastructure, services and facilities capitalising on and protecting our attractive coastal and outback landscapes. We will be home to an energetic, harmonious, integrated community actively involved in shaping Whyalla for current and future generations.</i></p> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• <i>Safety</i></li> <li>• <i>Integrity</i></li> <li>• <i>Transparency</i></li> <li>• <i>Accountability</i></li> <li>• <i>Respect</i></li> <li>• <i>Commitment to Community</i></li> <li>• <i>Good governance</i></li> <li>• <i>Innovation</i></li> <li>• <i>Fairness and Equity</i></li> </ul>
<b>Required Values and Behaviors</b>	<p><i>The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations. Behavioural expectations that support our values include:</i></p> <ul style="list-style-type: none"> <li>• Being empathetic, listening to, and understanding our customers and employees;</li> <li>• Empowering our staff and the community to be involved, to speak up, make decisions and deliver key outcomes;</li> <li>• Through innovation, seizing opportunities, thinking and acting progressively, identifying and mitigating business risks and making positive changes;</li> <li>• Through achievement, setting goals for ourselves and for team members, always striving to meet these goals and celebrating our successes; and</li> <li>• By recognizing diversity, adapting our style and service delivery to always meet the diverse needs of their employees, customers and the community in which we work.</li> </ul>
<b>Key Performance Indicators</b>	<p><i>Key Performance Indicators for this position will be developed in conjunction with the Manager Environmental Health and Regulatory Services and will be reviewed regularly.</i></p> <p>Likely KPI's will include:</p> <ul style="list-style-type: none"> <li>- Setting and maintaining a risk based inspection schedule for all premises to be inspected to ensure they comply with legislative requirements.</li> <li>- Ensuring that reports are delivered in a timely manner and in line with legislative and/or Council requirements.</li> <li>- Ensuring that complaints are investigated in accordance with customer service timeframes and that each investigation is completed in a comprehensive and competent manner.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Accurate and timely follow up of compliance timeframes resulting from written or verbal warnings and/or formal orders or notices.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Due to the nature of the work involved it is expected that the position responds to the needs of the role which requires flexible work hours including some evening, occasional on-call and weekend work.</li> <li>• Consideration of providing Environmental Health Services for smaller Eyre Peninsula Councils through inter-Council agreement if determined feasible.</li> <li>• As an authorised officer of the City of Whyalla, fulfill any necessary statutory requirements in accordance with relevant SA State Legislation:             <ul style="list-style-type: none"> <li>- <i>Local Government Act 1999</i></li> <li>- <i>Food Act 2001</i></li> <li>- Food Regulations 2017</li> <li>- <i>South Australian Public Health Act 2011</i></li> <li>- South Australian Public Health (General) Regulations 2013</li> <li>- South Australian Public Health (Legionella) Regulations 2013</li> <li>- South Australian Public Health (Wastewater) Regulations 2013</li> <li>- <i>Expiation of Offences Act 1996</i></li> <li>- <i>Environmental Protection Act 1993</i></li> <li>- <i>Local Nuisance and Litter Control Act 2016</i></li> <li>- <i>Safe Drinking Water Act 2012</i></li> <li>- <i>Supported Residential Facilities Act 1992</i></li> <li>- Supported Residential Facilities Regulations 2009</li> </ul> </li> </ul>
<b>Essential skills &amp; experience:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Environmental Health or equivalent (Qualifications approved by the South Australian Health Commission for appointment of Environmental Health Officers or the ability to obtain)</li> <li>• Eligibility for membership to Environmental Health Australia.</li> <li>• Excellent verbal and written communication and problem solving skills.</li> <li>• Self-motivated with the ability to work independently with limited supervision.</li> <li>• Ability to interpret and apply legislation.</li> <li>• Police Clearance.</li> <li>• Department for Communities &amp; Social Inclusion (DCSI) Clearance.</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of the Food Act, Regulations and Food Safety Standards.</li> <li>• Comprehensive knowledge of the SA Public Health Act and Regulations.</li> <li>• An understanding of the roles and responsibilities of local government particularly as they relate to public and environmental health.</li> <li>• Experience in researching, planning, developing and managing services, programs and activities.</li> </ul>



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#### Acknowledgement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description.

Employee: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Environmental Health &  
Regulatory Services:

Signature: Bowman Date: 9/5/18

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Samantha Bowman