

## POSITION DESCRIPTION

<b>Position Title:</b>	Environment and Health Specialist	<b>Position Code:</b>	EHS
<b>Division:</b>	Planning and Environment	<b>Grade:</b>	H
<b>Location:</b>	Dubbo / Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Environment Health Services Team Leader		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

This position provides a range of services, controls and public education processes for the protection of the community against physical danger, environmental hazard and discomfort and exposure to health risks. The position aims to protect, preserve and enhance the natural and built environment within the Dubbo Regional Council Local Government Area. This is achieved through detailed assessment of development applications and regulation and enforcement of relevant legislation.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Environmental, Health and Development Assessment and Approvals	<ul style="list-style-type: none"> <li>Environment and health assessment of Developments</li> <li>Part 5 Assessments</li> <li>Environmental Audits / Investigations</li> <li>Section 68 Approvals (Local Government Act)</li> </ul>
Administration / General Requirements	<ul style="list-style-type: none"> <li>Administrative duties and correspondence requirements in line with council policies and procedures.</li> <li>Ensure professional presentation at all times.</li> <li>Provide professional advice and support</li> </ul>
Planning/ Policy/Reporting	<ul style="list-style-type: none"> <li>Develop, implement and review relevant Council plans and policies relevant to the position</li> <li>Complete relevant reporting requirements</li> <li>Keep abreast of current national and state initiatives and requirements.</li> </ul>
Food Safety	<ul style="list-style-type: none"> <li>Carry out food premises inspections</li> <li>Conduct food safety education programs</li> <li>Grant projects</li> </ul>
Public Health	<ul style="list-style-type: none"> <li>Carry out public health inspections</li> <li>Conduct public health education programs</li> <li>Grant projects</li> </ul>
Compliance / Legislation	<ul style="list-style-type: none"> <li>Act in accordance with relevant legislation</li> </ul>

### Key Accountabilities / Duties

	<ul style="list-style-type: none"> <li>Enforce Compliance of Legislation including: <ul style="list-style-type: none"> <li>Environmental Offences</li> <li>Public Health Offences</li> <li>Food Safety Offences</li> </ul> </li> </ul>
Environmental Control Team Support	<ul style="list-style-type: none"> <li>Participate and contribute to an effective and productive team.</li> <li>To efficiently, effectively and expeditiously carry out any other matters as may be referred by Environment and Health Services Team Leader, the Manager Environmental Control or the Director Planning and Environment.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers licence
- Criminal Record Check
- Hepatitis A & B Vaccinations
- Pre-employment health assessment
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is also required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

### Selection Criteria

#### Essential

- Bachelor Degree in Environmental Health, Environmental Science or related discipline.
- Excellent written and oral communication skills including strong negotiation and conflict resolution skills.
- Well-developed computer literacy and administration skills.
- Effective time management and prioritisation skills.
- Demonstrated ability to interpret legislation and policy relevant to the Environment and Health functions of Council.
- Previous experience in environmental and health assessment, investigation and enforcement.

#### Desirable

- Demonstrated ability to develop strategies, policies and reports.
- An understanding of the environmental issues affecting the Local Government Area.

## Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Customer focused: We are passionate about serving our community and creating a great place to live</li> <li>• Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise</li> <li>• One team: We work as one team and partner with others to deliver more than we can achieve alone</li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: