

# Environmental Health Officer

<b>Reports to</b>	Coordinator Environmental Health	<b>Direct Reports</b>	Nil
<b>Classification</b>	Band 6		
<b>Position number</b>	443019		

## What will you do?

### Service Delivery

- Food Safety
- Public Health & Wellbeing
- Tobacco control
- Environmental Protection
- Public Immunisation
- Emergency Management

### Systems and processes

- Undertake food and health premises assessments, provide education and enforce standards
- Investigate and resolve public health complaints
- Participate in the delivery of the public Immunisation Program
- Administer and enforce a range of Acts, Regulations, Rules and Local Laws in relation to environmental health services in accordance with relevant policies, procedures and strategies.
- Contribute to the development, implementation and ongoing improvement of systems, processes and strategies that create greater efficiencies and better support the needs of the Community.
- Follow processes and procedures that safeguard MCC against potential breaches of its statutory obligations.
- Ensure a consistent approach to the delivery of services within the Environmental Health team.

## Who are you?

- Tertiary qualification in Applied Science (Environmental Health) or equivalent.
- Experience in the Environmental Health profession
- Develop and maintain positive relationships with a range of stakeholders and provide advice on matters of Public and Environmental Health.
- Strong Focus on community health and well-being,
- Drivers licence valid in Victoria
- Valid Working with Children Check (or willingness to obtain one)

## What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

# Environmental Health Officer

## What are the Key Responsibilities?

<b>Service delivery</b>	<ul style="list-style-type: none"><li>• Perform risk-based assessments on registered food and health premises and ensure compliance with standards.</li><li>• Investigate food and health related complaints, educate and enforce Acts, regulations and standards where necessary.</li><li>• Perform other statutory roles such as food and water sampling and tobacco compliance activities.</li><li>• Investigate disease notifications &amp; outbreaks in accordance with DHHS guidelines.</li><li>• Plan and implement key responsibilities within timeframes provided.</li><li>• Public health emergency response and recovery aspect.</li></ul>
<b>Systems and process</b>	<ul style="list-style-type: none"><li>• Administer and enforce a range of Acts, Regulations, Rules and Local Laws in relation to environmental health services in accordance with relevant policies, procedures and strategies.</li><li>• Contribute to the development, implementation and ongoing improvement of systems, processes and strategies that create greater efficiencies and better support the needs of the Community.</li><li>• Follow processes and procedures that safeguard MCC against potential breaches of its statutory obligations.</li><li>• Ensure a consistent approach to the delivery of services within the Environmental Health team.</li><li>• Follow Policies and Procedures including OH&amp;S</li><li>• Maintain records of inspections and compliance actions and utilise data management systems effectively.</li></ul>
<b>People</b>	<ul style="list-style-type: none"><li>• Participate in a diverse team and bring improvements into our normal operations</li><li>• Be an active member of the Environmental Health team</li><li>• Share knowledge with others</li><li>• Public Health focus</li></ul>

# Environmental Health Officer

## What are the key requirements?

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>• Accountable for effective, accurate and timely provision of environmental health services to the community.</li> <li>• Responsible for the effective and efficient performance of the key responsibilities listed in this position description.</li> <li>• Provide specialist advice to Management in relation to matters that may affect the operation of the Environmental Health function.</li> <li>• Responsible for applying professional judgement as appropriate and is accountable for their actions in these matters.</li> <li>• Take appropriate action on non-compliant premises/properties to ensure public and environmental health is maintained.</li> <li>• Timely resolution of applications and complaints.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>• Responsible for decisions, reports, advice and recommendations to the organisation, management and community requiring high level and informed judgement in the relevant area of responsibility</li> <li>• Ability to assess situations, then formulate and analyse a range of options in functional area for consideration by management.</li> <li>• Ability to make decisions without guidance and advice in some circumstances.</li> <li>• Possess problem solving skills using the application of professional and technical knowledge.</li> </ul>
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Ability to apply knowledge to find solutions to new problems and opportunities.</li> <li>• Proficient understanding of Environmental Health Programs theory and practice.</li> <li>• Understanding and ability to use Council computer software programs.</li> <li>• Sound knowledge of Interview and investigation techniques.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to manage multiple workflows at once with strong time management skills;</li> <li>• Demonstrated ability in setting priorities, planning and organising ones work and where appropriate, that of another employees so as to achieve specific and set objectives in the most efficient way possible with the resources available and within a set timetable in the planning of work and setting of priorities to meet timelines.</li> <li>• Demonstrated ability to work with minimum supervision.</li> <li>• Ability to implement personnel practices including those related to equal opportunity, occupational health and safety and employees development.</li> <li>• Ability to assist in the development and training of new staff.</li> </ul>

# Environmental Health Officer

<b>Interpersonal skills</b>	<ul style="list-style-type: none"><li>• Ability to liaise and gain cooperation from all sectors including staff and the community to achieve effective outcomes.</li><li>• Highly developed oral and written communication skills including the ability to write and present complex reports for consideration by management and/or Council.</li><li>• Understanding of the concepts of conflict resolution and problem solving.</li><li>• Solve problems through discussion, negotiation and teamwork in order to maintain productivity and service standards.</li><li>• Work as part of a team and gain the co-operation of staff at all levels</li><li>• Strong flexible communication skills, including the ability to use persuasive language to discuss issues and achieve compliance with standards or regulations.</li></ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Tertiary qualification in Applied Science (Environmental Health) or equivalent.</li><li>• Experience in the Environmental Health profession</li><li>• Drivers licence valid in Victoria</li><li>• Valid Working with Children Check (or willingness to obtain one)</li></ul>