

Moreland City Council

POSITION DESCRIPTION



POSITION TITLE:	Environmental Health Officer
POSITION NO:	0354, 1213
CLASSIFICATION:	Band 6
AWARD / LWAA:	Moreland City Council enterprise Agreement 2018
DEPARTMENT:	City Futures
BRANCH:	City Development
WORK UNIT:	Environmental Health
REPORTS TO:	Team Leader Environmental Health
SUPERVISES:	Nil
PREPARED BY:	Unit Manager Environmental Health
APPROVED BY:	Group Manager City Development

Moreland's Values are mine!



As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

DATE CREATED:

DATE MODIFIED: February 2020

DATE APPROVED:

DATE PRINTED:








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1. POSITION OBJECTIVES:

To contribute to the safety and amenity of the municipality through sensitive enforcement of Acts and Regulations and to provide information, assistance and advice to the community.

To perform all duties and responsibilities of an Authorised Officer under the provisions of the Food Act 1984, Public Health and Wellbeing Act 2008, Environment Protection Act 1970, Local Government Act 1989, Tobacco Act 1987, Residential Tenancies Act 1997 and other relevant legislation.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes



2. KEY RESPONSIBILITY AREAS:

Food Safety

- Examine and approve applications, plans, registration, renewals and transfers of registration for food premises including ensuring receipt of required application forms and fees and entry into computerised records.
- Provide advice, information and assistance regarding Food Safety Programs to food proprietors.
- Process and approve all new or amended Food Safety Programs.
- Conduct inspections and audits of registered premises at appropriate frequencies and serve Notices as required to ensure that the operations of the food business are in compliance with the approved Food Safety Program, the Food Act, Regulations and Codes of Practice.
- Conduct compliance inspections following notification by independent third party auditors.
- Conduct enquiries and collect evidence during inspections and audits for the purpose of investigation and or legal action.
- Make recommendations for any required legal proceedings, prepare legal briefs for prosecution and attend court as required as an informant on behalf of Council.
- Seize and destroy any food or article that poses a danger to health.
- Undertake the planning, implementation and co-ordination of an effective food sampling program, as required.
- Investigate the outbreak of any food-borne illness or consumer food related complaints.

Environmental Health

- Examine, assess and approve applications, plans, registration, renewals and transfers of registration under the Public Health and Wellbeing Act 2008 and Residential Tenancy Act 1997 including ensuring receipt of required application forms and fees and entry into computerised records.
- Inspect and audit registered establishments and serve Notices of Contravention as required to ensure compliance with the Public Health and Wellbeing Act 2008, Residential Tenancy Act, Regulations and Codes of Practice.

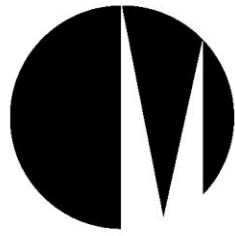


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- Investigate and evaluate complaints of alleged nuisance or dangers to health and take appropriate remedial action if required for the abatement of the nuisance including the issue of notices.
- Make recommendations for any required legal proceedings, prepare legal briefs for prosecution and attend court as required as an informant on behalf of Council.
- Investigate infectious disease notifications and provide advice and information on communicable disease control
- If required, examine and approve plans of proposed domestic waste treatment plants and conduct inspections to ensure compliance with the Environment Protection Act 1970 and associated codes of practice.
- Advise the community on pest control measures.
- Assist with the formulation and implementation of strategies arising from Council's Municipal Public Health Plan.
- Develop implement and monitor appropriate health promotion activities as required.

General

- Undertake inspections and investigations in accordance with Unit policies and procedures.
- Keep and maintain accurate written records of all official dealings.
- Investigate breaches of relevant Council Local Laws administered by the Environmental Health Unit.
- Provide statistical and descriptive information on program delivery on a regular basis as required.
- Prepare correspondence and reports in a timely manner, as required to the Team Leader Environmental Health and Unit Manager environmental Health.
- Actively participate in special projects as required.
- Decide and implement the appropriate action to achieve a satisfactory conclusion to complaint investigations and issues relating to registered establishments.
- Provide input into policy and procedure development and assist with evaluation of existing services and work practices to ensure that objectives are being met and ongoing improvement of services and procedures.



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- Undertake after hours and weekend inspections as required.
- Perform duties as required under Council's Municipal Emergency Management Plan and provide support in the response and recovery phase of any emergency operation.
- Participate in after hours emergency contact and response roster as required.

Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Occupational Health & Safety

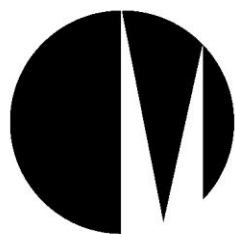
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.



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3. ORGANISATIONAL RELATIONSHIP:

Reports to: Team Leader Environmental Health

Supervises: Nil

Internal Liaison: Mayor & Councillors
Interdepartmental liaisons with Managers, Team Leaders and other staff of various branches and units, including but not limited to:

- Local Laws & Animal Management
- Building Services
- Urban Planning
- Street Cleansing

External Liaison: A range of external contacts, including but not limited to:

- Residents & Business people
- State Government Departments
- Public analysts
- Relevant professional and community organisations
- Solicitors
- Victoria Police
- Magistrates Court
- Other Municipal Councils

JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6)



4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The position has a high degree of freedom to act; therefore initiative and a well-developed sense of accountability are required. The effect of decisions and actions may be significant and are usually subject to review or appeal by Team Leaders and/or Manager.

- Accountable to the Team Leader Environmental Health and Unit Manager Environmental Health for efficient, effective and compliance outcome focused delivery of responsibilities.
- Accountable for all functions and duties of an Environmental Health Officer that meet Environmental Health Unit objectives, budgets, designated timeframes and policies and procedures of Council.
- Accountable for accuracy and completeness of reports, prosecution briefs and records pertaining to the incumbent's duties.
- Responsible for decisions on a day to day basis and providing specialist advice to members of the community concerning statutory enforcement of acts and regulations to achieve requirements and Unit objectives.
- Authorised to issue written notices/directions, orders, summons, certificates and permits and approve plans, food safety programs and issue correspondence as per delegated authority from Council.
- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.

5. JUDGEMENT AND DECISION MAKING:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent.
- The incumbent may be required to utilise previous experience to improve and/or develop methods and techniques and to apply these techniques to new situations in order to solve problems.
- Guidance and advice are usually available.
- To exercise all responsibilities and duties of Council as delegated by the Instrument of Sub Delegation by the CEO.



6. SPECIALIST KNOWLEDGE AND SKILLS:

- Extensive knowledge of environmental health legislation including a high level understanding of the underlying principles involved in interpreting the legislation and regulation.
- Well-developed understanding of the purpose and functions of Local Government.
- Working knowledge of food safety program review process and ability to assess programs for compliance with the Food Act, industry guidelines, codes of practice and standards.
- Demonstrated knowledge of the public health role of Government Departments and Authorities
- Demonstrated knowledge and skills in the operation of scientific equipment eg. various chemical testing equipment for food and water quality checks.
- Understanding of, and a demonstrated ability to apply, the principles involved in basic scientific laboratory or field-testing techniques and the demonstrated ability to undertake fieldwork.
- Understanding of the long-term goals of the Branch and wider organisation.

7. MANAGEMENT SKILLS:

- Demonstrated ability to plan, prioritise and organise work, both on an individual, team basis and where appropriate that of other staff, within a set timetable and in an environment of change and conflicting demands to achieve specific and set objectives.
- Demonstrated ability to implement special projects and activities to contribute to the strategic problems through discussion, negotiation and teamwork.
- Demonstrated ability to train and provide guidance to Student Environmental Health Officers.
- Demonstrated ability to work independently, assess situations, draw conclusions and formulate appropriate responses utilising theory and precedent.

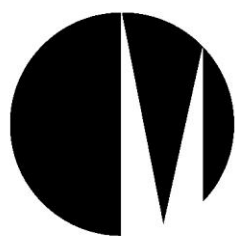


8. INTERPERSONAL SKILLS:

- Demonstrated ability to resolve problems/conflicts through consultation, liaison and negotiation.
- Demonstrated ability to gain timely legislative compliance through a range of strategies including education, persuasion, seizure and prosecution.
- Demonstrated ability to communicate in a professional manner with people from a wide range of cultural and socio-economic backgrounds.
- Well developed public relations, oral and written communication skills and demonstrated ability to prepare detailed correspondence and draft reports with minimal direction from senior officers in relation to functional responsibilities.
- Demonstrated ability to liaise with colleagues and other professionals in organisations to discuss and resolve local health issues and other specialist problems.
- Demonstrated ability to work independently and within a team environment.

9. QUALIFICATIONS AND EXPERIENCE:

- Bachelor of Applied Science (Environmental Health) or equivalent.
- Demonstrated significant experience as an Environmental Health Officer
- Eligible to be a member of Environmental Health Professionals Australia.
- Demonstrated computer proficiency in Microsoft Office products.
- Knowledge of computer software used in the health area is desirable.
- Current Victorian Drivers Licence.
- Demonstrated ability to read and interpret plans, drawings and specifications.



10. PHYSICAL REQUIREMENTS OF THE POSITION

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(✓)	()
-below 10kgs	()	(✓)	()	()
Manual handling frequency	()	()	()	(✓)
Repetitive manual work	()	()	()	(✓)
Repetitive bending/twisting	()	()	()	(✓)
Working with arms above head	()	()	()	(✓)
Lifting above shoulder height	()	()	()	(✓)
Using hand tools – vibration/powered	()	()	()	(✓)
Operating precision machinery	()	()	()	(✓)
Close inspection work	()	()	()	(✓)
Wearing hearing protection	()	()	()	(✓)
Wearing eye protection	()	()	()	(✓)
Working in dusty conditions	()	()	(✓)	()
Working in wet/slippery conditions	()	(✓)	()	()
Wearing Gumboots	()	()	(✓)	()
Wearing safety shoes/boots (steel cap)	()	()	()	(✓)
Working with	()	()	(✓)	()
chemicals/solvents/detergents				
Washing hands with soap (hygiene)	()	(✓)	()	()
Working at heights	()	()	()	(✓)
Working in confined spaces	()	()	()	(✓)
Working in chillers (+4 degrees C)	()	(✓)	()	()
Performing clerical duties	(✓)	()	()	()
Working on a keyboard	(✓)	()	()	()
Driving cars and/or trucks	()	(✓)	()	()
Other (please specify)_____	()	()	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):



11. KEY SELECTION CRITERIA

- Bachelor of Applied Science (Environmental Health) or equivalent.
- Extensive knowledge of environmental health legislation including a high level understanding of the underlying principles involved in interpreting the legislation and regulation.
- Demonstrated ability to plan, prioritise and organise work, both on an individual, team basis and where appropriate that of other staff, within a set timetable and in an environment of change and conflicting demands to achieve specific and set objectives.
- Demonstrated ability to implement special projects and activities to contribute to the strategic problems through discussion, negotiation and teamwork.
- Demonstrated significant experience as an Environmental Health Officer
- Demonstrated ability to gain timely legislative compliance through a range of strategies including education, persuasion, seizure and prosecution.
- Demonstrated ability to communicate in a professional manner with people from a wide range of cultural and socio-economic backgrounds.
- Well developed public relations, oral and written communication skills and demonstrated ability to prepare detailed correspondence and draft reports with minimal direction from senior officers in relation to functional responsibilities.
- Eligible to be a member of Environmental Health Professionals Australia.
- Current Victorian Drivers Licence.



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SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... **Date** / /
(Staff member's signature)

..... **Date** / /
(Supervisor/Manager's signature)

Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.