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# Environmental Health Officer

Position description

November 2023

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Northern Grampians Shire Council  
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## Position description

<b>Position title</b>	Environmental Health Officer
<b>Classification</b>	Band 6
<b>Directorate</b>	Infrastructure and Amenity
<b>Department</b>	Community Safety and Amenity

## Our organisation

Northern Grampians Shire Council has a diverse employment base, across 14 worksites in the Grampians Region of Victoria and employs people to provide services and governance to local communities. We offer flexible work arrangements, providing access to relevant training and professional development opportunities with a variety of employee benefits. We promote innovation, responsiveness, respectfulness and continuous improvement as our core values.

## Position objectives

This position is responsible for providing a high quality environmental health service to the Northern Grampians Shire Council which meets community needs, statutory requirements and Council policies.

## Key responsibility areas

- Ensure Council's Service Standards are met, customers requests are handled efficiently in a knowledgeable, confidential and timely manner ensuring delivery is responsive, first point issue resolution and customer centric
- Fulfil statutory requirements of Environmental Health Officer for the Northern Grampians Shire Council as delegated by Council under appropriate legislation, and maintain such records as are required.
- Administer statutory obligations and perform duties as directed under the provision of all relevant legislation
- Understand the legal implications of existing, proposed and new health legislation
- Evaluate and provide advice to planners in regard to land capability for on-site effluent disposal for subdivisions, and commercial, industrial and tourist development projects
- Administer records and an inspection service for wastewater disposal systems in the Shire
- Evaluate planning applications and identify any possible public health issues
- Conduct or assist investigation of infectious disease notification referred by the Department of Health as required
- Undertake food and water sampling as required
- Investigate and resolve issues relating to health nuisance complaints using diverse problem solving skills
- Assist in the development and implementation of a food safety surveillance program
- Assist in the development and implementation of a Municipal Public Health Plan
- Assist in the development of health education and promotion projects to raise awareness of environmental and public health and food safety issues and understanding of the objectives of Council's services
- Undertake responsibility of Environmental Health Officer on duty to support the coordination of services for public health in the event of an emergency
- As required provide advisory services to Manager Community Safety and Amenity, other Council officers and members of the public to ensure regulatory compliance of registered premises, food transport vehicles, domestic sewage treatment and septic tank systems
- In consultation with the Coordinator Sustainable Development Services develop systems that allow speedy and accurate responses to inquiries and complaints received from the community
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

## Corporate responsibilities

- Ensure that Council's Code of Conduct is adhered to at all times.
- Adhere to Council's OH&S, equal opportunity, child safety and wellbeing and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- Ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.

- Ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- Ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

### **Organisational relationship**

Reports to	Coordinator Sustainable Development
Manages	Nil
External relationships	Residents and ratepayers, community organisations, legal firms, officers of the Court, hospitals/MOH/GPs, medical organisations, emergency services, professional associations, clients, suppliers/contractors, government departments and other municipalities
Internal relationships	All Council Employees

### **Accountability and extent of authority**

- Employees may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- This position has the responsibility for resource management. The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- This position has the responsibility to provide specialist advice to clients or to regulate clients. The freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Few positions in this Band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- This position has a formal input into policy development within the employees area of expertise and/or management.

### **Judgement and decision making**

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.
- In these positions, the objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- For Supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives

### **Specialist skills and knowledge**

- Knowledge and understanding of the requirements of delivering environmental health services to the community and the relevant Acts.
- Understanding of organisations context including relevant policies and procedures.
- Proficiency in the application of contemporary environmental health principles.
- Analytical and investigative skills as appropriate to tasks undertaken by the Environmental Health Officer.
- Current knowledge and the ability to interpret, apply and clearly explain environmental health legislation, regulations and codes of practice to both the public and employees.
- Proficient theoretical and practical knowledge in the field of environmental health in order to identify, analyse and deliver options for policy development and problem solving.

- Comprehensive knowledge of food safety and hygiene, hazard analysis critical control point, and the Government's Food Safety Plans Program.
- Ability to write reports in the field of expertise and prepare external correspondence.

### **Management skills**

- Employees require skills in managing time, setting priorities, planning and organising their own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Employees require an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

### **Interpersonal skills**

- Employees require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Employees must be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

### **Qualifications and experience**

- Tertiary qualifications in environmental health or equivalent qualification as recognised under the Public Health and Wellbeing Act 2008.
- Demonstrated computer literacy in the use of appropriate applications to support the delivery of environmental health services.
- Experience in a local government environmental health team is desirable.

### **Selection criteria**

1. Relevant tertiary qualifications and experience as specified above.
2. Demonstrated ability to process and assess environmental health applications in accordance with relevant legislation.
3. Demonstrated ability to manage and administer the relevant statutory requirements of the position.
4. Effective communication and problem solving skills to produce cooperative outcomes in a team environment and the ability to develop and gain cooperation and assistance from others.
5. Effective time management skills and demonstrated ability to prioritise competing tasks.

### **Conditions of employment**

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 9 – 2021* and Northern Grampians Shire Council policies and procedures.

**Emergency Management** - All employees may be required to undertake Emergency Management Duties as directed.

**Qualifying period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

### **Document review**

Date Approved/reviewed	November 2023
Prepared by	Manager People and Culture
Approved by	Chief Executive Officer

**Employee Signature**

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[candidate_name]	