
POSITION DESCRIPTION

Position Title:	Environmental Health Officer
Division:	Organisational Business Services
Location:	Council Administration Office, 10 Furneaux Street, Cooktown
Award/Classification:	Queensland Local Government Industry [Stream A] Award – State 2017
Employment Status:	Permanent full time

1 POSITION OBJECTIVES

- Ensure that all food businesses meet their legislative obligations; monitor compliance with and investigate breaches of food safety legislation within Cook Shire (and neighbouring Shire's on request);
- Assist in the administration, implementation, enforcement and operation of Council's Local Laws and Devolved State Legislation, including the *Public Health Directions* (COVID requirements)
- Undertake local prescribed activity inspections, licence renewal and compliance.
- Provide environmental health services in a professional manner consistent with legislative requirements, good practice and departmental policy.
- Communication and education.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Ensure compliance and enforcement with relevant legislation and local laws, including public health and environmental protection.
- Manage applications and registrations of regulated activities under Cook Shire's Local Laws (e.g. Food Market Stalls, Roadside Vending, Caravan Parks, etc).
- Manage Event application assessments.
- Manage registration of Food Business licences, environmentally relevant activities and inspections and other regulated activities under the *Public Health Act 2005*.
- Promote awareness of public health and environmental issues throughout the Shire.
- Respond efficiently and professionally to counter and telephone enquiries.
- Facilitate appropriate communication, consultation and cooperation within the Planning and Environment Division and between other divisions of Council.
- Ensure customer service needs relevant to the Planning and Environment Division are met in a timely, professional and cost effective manner.
- Other responsibilities as delegated within the scope of this role.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience and Skills

- Relevant qualifications in Environmental Health.
 - Proven experience in assessing food premises, temporary entertainment events (festivals, mass gatherings), environmental pollutants and other relevant areas to environmental health and public health.
 - Good working knowledge of the Local Government Act, Environmental Protection Act.
 - A high level of knowledge and understanding of the Food Act and other Environmental Health legislation.
 - Skills in the preparation and presentation of clear, concise and accurate reports.
 - High-level computer skills.
 - The ability to communicate with people from a range of backgrounds and represent Council in a professional manner.
 - An ability to establish and maintain positive working relationships with internal and external stakeholders.
 - Provide high quality customer service and understanding of customer needs.
 - Experience with working in remote areas (desirable).
 - Current Qld Class “C” Driver’s Licence.
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3.2 Interpersonal Skills

- Professional and efficient approach to internal and external customers.
 - Highly developed skills in engaging with the community to raise awareness of evolving issues of environmental health.
 - Excellent verbal and written communication skills.
 - Excellent skills in providing high quality customer service and understand customer needs.
 - Experienced in being flexible, prioritising, responding quickly and making sound judgments in difficult and time pressured situations.
 - Effective time management skills including the ability to plan, organise own work, achieve set and agreed performance and service standards and meet deadlines.
 - Ability to use initiative to recommend alternative solutions and strategies.
 - Ability to work in a supportive and co-operative manner with others in a team environment.
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3.3 Training

- Training will be provided as deemed necessary.
 - The incumbent may be required as part of this position to attend professional development opportunities.
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3.4 Workplace Standards

- Compliance with Council’s Code of Conduct, Corporate Policies and Procedures.
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- Be impartial in all Council activities undertaken in this role.

- Not engage in other employment or contract work that may result in a direct or indirect conflict of interest with Council.
- Promote and maintain a positive, professional image for Council activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Conduct all business transactions in an ethical, friendly, efficient and professional manner.
- Contribute toward the efficient and effective operation of Council's Organisational Business Services division and Council's overall operations.

3.5 Work Health and Safety

- Compliance with Council's Work Health and Safety Management System.
- Compliance with all documented Work Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Following procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintaining a safe and healthy work environment.
- Performing all work and associated functions in a safe manner.
- Correctly using and maintain all personal protective clothing and equipment supplied by Council.
- Identifying hazards, conducting risk assessments and taking corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with work health and safety procedures.
- Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attending any tool box talks or specific training supplied by Cook Shire Council.
- Working in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for workplace health and safety to your supervisor.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to the Planning and Environment Manager.
- Liaises with all staff, Government Departments, Consultants, Contractors and the general public.

5 EXTENT OF AUTHORITY

- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.
- Designated procurement delegations as per Council's purchasing policy.

6 SELECTION CRITERIA

Qualifications, Knowledge and Experience

6.1 Essential

- SC1.** A formal qualification and/or relevant experience in environmental health.
- SC2.** High level of understanding of technical situations related to environmental health and the ability to provide recommendations.
- SC3.** Understanding of the role and responsibilities of Local Government in relation to regulation of environmental health, with the ability to interpret and apply legislation effectively and efficiently.
- SC4.** Experience in technical investigation and testing, reviewing, interpreting and analysing information including legislation, technical reports, standards and policies.
- SC5.** Experience in dealing with the community and other stakeholders in a professional manner.
- SC6.** Demonstrated problem solving skills with the ability to deal effectively gain cooperation and assistance from internal and external stakeholders
- SC7.** Excellent writing, verbal communication and customer service skills.
- SC8.** Good computer skills, in particular use of the Microsoft Office suite.
- SC9.** Current Qld Class "C" driver's licence.

7 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
- Cook Shire Council operates under a Certified Agreement.
- This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

Manager/Supervisor: Planning and Environment Manager

Incumbent Vacant

Incumbent's Signature _____ **Dated:** _____

Approved By: _____ **Dated:** _____
*Human Resources and
Business Services Manager*