

POSITION DESCRIPTION	
Title:	Environmental Health Officer
Group:	City Development
Reports to:	Team Leader - Building
Grade:	18
Hours:	35 hours per week
Vehicle:	Yes
Position Purpose	
To deliver an efficient and effective public and environmental health service to meet the community needs and deliver positive customer outcomes in accordance with Council's strategic direction and relevant legislation.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Relevant tertiary qualifications in Environmental Health, especially in regard to the inspection of food premises • Considerable experience in a similar role, especially in regard to the inspection of food premises • Excellent customer service, negotiating, written and verbal communication skills & conflict resolution • Demonstrated knowledge of NSW Food, Local Government, Public Health and planning legislation • Excellent teamwork and interpersonal skills • Supervisory, training, mentoring and coaching skills • Ability to interpret broad legislative issues and define policy requirements through the application of discretion, experience and knowledge • Represent Council in Land & Environment Court and Local Court: <ul style="list-style-type: none"> ○ Appear as an expert witness and present Council's decisions in clear and structured manner ○ Have in-depth knowledge of the matters at hand ○ Represent Council in a professional manner • Experience in using a quality management system or other business improvement initiatives • Current driver's licence <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Membership of a relevant professional association • Ability to assess development applications for Class 1 & 10 buildings that comply with legislation and Council Policy. 	

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

a. Inspections

- Undertake the following activities,:
 - Food Shop inspection and advise of the relevant Legislation
 - On-site sewage management inspections and approval
 - Health inspections
 - Legionella management
 - Water quality monitoring
 - Compliance Certificates

b. Assessment

- Assessment and determination of Local Approvals, Onsite Disposal Systems and Development Applications

c. Mentor junior staff and assist with the progression through the accreditation hierarchy:

d. Comply with quality management systems and standard operating procedures

- Consult with internal and external customers including, staff, residents, industry, media, contractors and government agencies
- Prepare and present reports to internal and external customers
- Maintain currency of professional expertise

e. Other duties as directed by management within the limits of skill, competence and training.

f. Adherence to Council's Codes and Policies.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.