



Environmental Health Officer

POSITION PROFILE

Division	Shire Planning	Status	
Unit	Environment, Health & Building	Salary Grade	
Reports to	Coordinator - Environmental Health	Reviewed	November 2020

STRATEGIC INTENT

The Environmental Health Units primary aim is to protect and improve community health and protect and enhance the environment within Sutherland Shire.

POSITION PURPOSE

The purpose of the position is to:

1. Protect and improve community health by the regular monitoring of food businesses, beauty salons, businesses conducting skin penetration, cooling towers, caravan parks, brothels, mortuaries and sewage management systems as well as the investigation and resolution of public health-related issues and assessing the public health components of development applications.
2. Protect and enhance the environment of the Sutherland Shire by the investigation and resolution of air, noise and water pollution incidents, proactively undertaking environmental audits of industrial and commercial premises to ensure compliance with environmental legislation and assessing the environmental components of development applications.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Undertake programmed environmental and public health inspections including food premises, skin penetration premises, cooling towers, public swimming pools, caravan parks, brothels, mortuaries, commercial/industrial businesses and on-site sewage systems.	<ul style="list-style-type: none">▪ Number of inspections are carried out in accordance with the officers works program▪ Improved standard in the quality of services provided to the public
Investigate environmental and public health related customer requests. All requests are to be	<ul style="list-style-type: none">▪ Customer requests are completed in a timely and appropriate manner as per the required service standard

performed in an effective, timely and accurate manner.	<ul style="list-style-type: none"> ▪ Council's customer request system is regularly updated with the latest actions and information ▪ Customer is regularly updated and informed of progress
Take appropriate enforcement action in the form of Notices, Orders and Penalty Infringements to comply with relevant legislation to resolve outstanding issues.	<ul style="list-style-type: none"> ▪ All Notices, Orders and Penalty Infringements are issued in accordance with the requirements of the relevant legislation and the officer's delegation
Assessment of Development Applications, Environmental Impact Statements and Section 68 (LGA) approvals for Public Health and Environmental issues.	<ul style="list-style-type: none"> ▪ All assessments are completed in a professional, timely manner as per the service standard
Training and Team Development	<ul style="list-style-type: none"> ▪ Attendance and participation in relevant training courses ▪ Successfully completing training course ▪ Providing feedback and technical information to other environmental health officers relevant to the course
Provide increased community awareness and education to business operators and the general public in relation to public health and environmental health matters	<ul style="list-style-type: none"> ▪ Education and community awareness helps reduce non-compliance with environmental health and public health related matters ▪ Increased performance rating of food business/skin penetration business inspections
Provide direction and support to Environmental Health staff	<ul style="list-style-type: none"> ▪ Staff are given assistance & mentoring as necessary
Provide a lead role in educating and training staff in the general and specific requirements of Environmental Health	<ul style="list-style-type: none"> ▪ Experience & knowledge is imparted on staff
Assist staff with the preparation of Notices, Orders, Letters, Briefs of Evidence & Statements of Facts to ensure all documentation is comprehensive & legible	<ul style="list-style-type: none"> ▪ Assistance is provided to staff in a positive & encouraging manner

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> • Bachelor of Natural Science – Environment & Health (or equivalent interstate or overseas Environmental Health qualification) OR Associate Diploma – Health & Building • Class C drivers licence
Experience or Skills	Essential	<ul style="list-style-type: none"> • Knowledge of appropriate sections of the Local Government Act 1993, Protection of the Environment Operations Act 1997, Food Act 2003, Food Safety Standards, Public Health Act 2010, Swimming Pools Act 1992, Building Code of

		<p>Australia and Environmental Planning & Assessment Act 1979 and any associated Regulations</p> <ul style="list-style-type: none"> • Ability to understand, interpret and apply relevant legislation and regulations, subordinate legislation and local codes/policies • Demonstrated computer skills and ability to use computerised databases and information registers • Knowledge of Department of Environment & Climate Change and NSW Health operations and guidelines • Effective written, oral communication and interpersonal skills
	Desirable	<ul style="list-style-type: none"> • Prior experience in environmental and public health assessment of development applications, technical reports and environmental impact statements • Knowledge and experience in investigative procedures and evidence gathering • Experience in preparation of technical reports and reports to Council • Experience in dispute resolution • Experience in educating professionals, community and/or school groups on health and environment protection matters • Ability and experience preparing preliminary documentation for court proceedings including statements of evidence, reports, notices etc.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders ▪ Communication skills: able to articulate complex and technical matters in simple terms ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborative - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Active - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respectful – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others ▪ Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	No direct reports, Unit structure attached
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulations, processes and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work
Code of Conduct	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council’s Workplace Behaviour Guidelines
Enterprise Content Management	Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- 35 hours per week
- 19 day month flexitime arrangement
- Officers will be required to work within a span of hours from 7.00 am to 7.00 pm however exceptions may be necessary, in which case prior notice by staff shall be given to and determined by the Supervisor or Manager
- Overtime or time in lieu is available for work outside normal spread of hours with the agreement of the Manager Environment, Health and Building
- Employment conditions are in accordance with Core enterprise Agreement covering salaried staff

- Completion of or willingness to complete Hepatitis A and B immunisation