

Position Description

EHO – Onsite Sewage Management

Position Title	Environmental Health Officer – Onsite Sewage Management	Role ID	BHEHS1
Division	Planning and Regulation	Unit	Building and Environmental Health
Job Grade	6	Award	35
Reports To	Senior Program Leader - Environmental Health		
Revised/Created	February 2023 – Template updated		

Primary Objective

- To support the Program Leader (Environmental Health Projects) and other Environmental Health staff in the delivery of key projects and programs. Particularly in emerging environmental health issues, and public and environmental health impact of Onsite Sewage Management Systems.
- To support the Team Leader Environmental Health to provide advice on environmental health issues to community residents, developers, Government and Non-Government agencies and Council staff and execute the core regulatory functions of Council's Environmental Health section.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

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Organisational Environment



PLANNING AND REGULATION

The Planning and Regulation Division provides services related to planning and development control, building control, regulatory control, public health and safety issues, environment and health management throughout the Tweed Shire.

Building and Environmental Health Unit

Building and Environmental Health is one of five units within the Planning and Regulation Division. The Unit reports to the Director Planning and Regulation and is responsible for Environmental Health where this position sits:

Environmental Health:

- The regulatory control of environmental health matters to meet statutory requirements and community needs including food safety, public health, onsite sewage management, contaminated land, caravan parks, pest management, and air, noise and water pollution;
- Environmental health education and advice regarding compliance with legislation, emerging issues, best practice, and negotiating and facilitating better outcomes in neighbour conflicts; and
- Advice on proposed developments and activities to ensure environmental health outcomes, community safety, and amenity values are protected.

Applicable legislation includes the Public Health Act, Food Act, Protection of Environment Operations Act, Local Government Act, Environmental Planning and Assessment Act, and state environmental planning instruments.

General:

The work environment is busy, responsive to customer requests and requires regular adjustment of priorities and activities. The Unit works collaboratively with many others in areas of planning, compliance, building certification and environmental and public health and it is important that staff maintain a positive team focused approach to their duties.

The unit must conform to the statutory requirements of relevant acts including the Occupational Health and Safety Act.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

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The Position

The role of this position is to conduct environmental health assessments on proposed developments and provide reports and policy advice to various stakeholders, including Council staff, external consultants, and the public. In addition to performing duties similar to other Environmental Health Officers, this position is responsible for ensuring the assessment, installation, maintenance, and operation of onsite sewage systems like septic tanks. The position reports to the Senior Program Leader - Environmental Health.

The role also involves conducting routine environmental health inspections, investigating complaints, and reporting possible breaches of environmental and public health legislation. The incumbent will also assist in assessing applications under section 68 of the Local Government Act 1993 for caravan parks and amusement devices. Effective negotiation and written and oral communication skills are essential for this role.

This position provides support to the Environmental Health Team in terms of project and program delivery, particularly in the implementation of the Environmental Health Strategy, with a specific focus on Onsite Sewage Management Systems. The incumbent must possess knowledge of relevant legislation and an understanding of environmental concepts related to water, noise, air pollution, and public health to apply the relevant legislation effectively.

If the position requires specialised environmental health knowledge, the incumbent must hold and maintain a sound level of expertise in the relevant area. The position also requires skills to analyse reports related to environmental matters to determine compliance with relevant standards, guidelines, and legislation. Additionally, the incumbent will help the team deliver educational elements of the Environmental Health Strategy.

The position is also responsible for using Council's Record Manage System and Property and rating systems to comply with organizational requirements for document and complaints management and must possess sound computing and GIS skills. The incumbent will interact with staff internally and externally on various environmental and health issues, providing advice to developers and the general public. The position also requires highly developed skills in problem-solving and conflict resolution. Furthermore, the incumbent will be part of a "duty roster" system that provides public advice.

Finally, the position requires performing any other duties as directed by the Supervisor within the broad scope of the job grade, skills, and training.

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The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Development Application Assessment and Advice	<ul style="list-style-type: none">• Analyse and assess development applications against various environmental and public health legislation, standards and guidelines and Council policies and plans. In particular, assessment of Onsite Sewage Management Reports, designs, and capability studies.• Liaise with planning staff where additional information is required.• Attend meetings and advise on environmental health matters with Council staff, Management, Councillors and applicants and their representatives.• Recommend refusal with detailed reasons and represent Council in court cases when required.
2. Application Assessment	<ul style="list-style-type: none">• Analyse and assess applications against various environmental and public health legislation, standards, guidelines, Council policies and plans, in particular Onsite Sewage Management.• Negotiate appropriate outcomes for Council, applicants, and the public.• Prepare approvals to install and approvals to operate Onsite sewage Systems.• Assess Caravan Parks applications.• Administer compliance with approvals.
3. Complaints Investigation	<ul style="list-style-type: none">• Receive, record, and investigate complaints/reports of issues that may breach environmental or public health legislation or Council policies.• Investigate issues by conducting site inspections, interviews, taking samples, using monitoring equipment, gathering evidence, issuing regulatory actions and instigating legal procedures if required.• Prepare reports with recommendation for actions where required.• Follow up any action to ensure finalisation.• Act as a court witness where required.• Follow up notices and any other regulatory action.
4. Inspections	<ul style="list-style-type: none">• Understand reason for inspection and ensure knowledge of all relevant standards and legislation.• Conduct preliminary inspection of septic installations, routing inspection and pre-purchase inspections of Onsite Sewage Management Systems.

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	<ul style="list-style-type: none"> • Provide clear and accurate advice and direction to customers and staff. • Document inspection results including any works required. • Ensure compliance with legislation or adopted standards.
5. Problem Solving and Conflict Resolution	<ul style="list-style-type: none"> • Compose correspondence on matters of concern to residents or developers or proponent of proposed developments. • Respond to matters tasked through Council's Record Management System or forwarded via Council's internal mail system in a timely manner. • Communicate effectively with property owners, contractors, and other stakeholders to educate them on the proper operation and maintenance of their onsite sewage systems.
6. Maintenance of Professional Knowledge Base	<ul style="list-style-type: none"> • Ensure open communication is maintained with colleagues to allow the transfer of information. • Identify and liaise with supervisor where data gaps exist. • Maintain knowledge about the local, state and federal regulations regarding onsite sewage systems, and ensure that all systems comply with these regulations.
7. Project support	<ul style="list-style-type: none"> • Assist in implementation of the Environmental Health Strategies Projects, in particular the Onsite Sewage Management program. • Self- mediation (equipping the community to problem solve with neighbours).
8. Legal Matters	<ul style="list-style-type: none"> • Exercise authority delegated under the Food Act 2003, Local Government Act 1993, Public Health Act 2010, Protection of the Environment Operations Act 1997, Swimming Pools Act 1992, Environmental Planning and Assessment Act 1979 and Roads Act 1993. • Liaise with Council's solicitors as required. • Prepare affidavits and statements of evidence. • Issue penalty infringement notices.
9. Health Safety and Environmental System	<ul style="list-style-type: none"> • Adopt Council's WH&S requirements within the workplace. • Identify matters of non-compliance within work area and inform supervisor.
10. Systems Development	<ul style="list-style-type: none"> • Review and monitor area specific procedures and processes.

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11. Staff coaching and/or Staff Supervision (where applicable)	<ul style="list-style-type: none">• Provide guidance on Council formats and established practices to less experienced staff members.• Motivate less experienced staff towards the achievement of specific organisation and unit goals and objectives.• Train and appraise staff under the position's supervision.• Participate in the organisational recruitment process as a panel member.
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The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- The position primarily interacts with the Planning and regulation Division.

External Relationships

- The position interacts and communicates with the community, stakeholders and other government organisations.

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Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Degree level qualifications in Environmental Health, Environmental Science, Engineering or a related field or equivalent where specialist knowledge is required or extensive experience in a related field or similar role.
2. Sound knowledge in environmental and public health matters, in particular such as: on-site sewage management, plumbing and drainage, and complaints investigations.
3. Understanding of the concepts of inspection of premises and activities.
4. Sound knowledge of environmental and public health legislation in a local government environment.
5. Demonstrated written and verbal communication skills.
6. Demonstrated conflict resolution skills.
7. Demonstrated computing skills.
8. Current Vehicle Licence - Car.

Desirable:

9. General Construction Induction Card (White Card).
10. Sound knowledge in environmental and public health matters such as: food safety, air/noise/water pollution, acid sulfate soils, noise assessment/regulation, water quality monitoring, plumbing and drainage and contaminated lands.
11. Understanding of Caravan Parks regulations.

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Adept
Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
Relationships	

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Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A