

## Position Description

### Environmental Health Officer



<b>Position Title</b>	Environmental Health Officer	<b>Role ID</b>	BHEHO6
<b>Division</b>	Planning and Regulation	<b>Unit</b>	Building and Environmental Health
<b>Job Grade</b>	6	<b>Award</b>	35
<b>Reports To</b>	Senior Program Leader - Environmental Health or Senior Program Leader - Environmental Protection		
<b>Revised/Created</b>	January 2020 – Template updated		

### Primary Objective

- To support the Program Leader (EH Projects) and other Environmental Health staff in the delivery of key projects and programs: in particular emerging environmental health issues such as the public health impact of climate change.
- 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

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#### 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:*

- 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.

#### The Position

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The position undertakes environmental health assessments on proposed developments and provides reports and policy advice to Council staff and external stakeholders including proponents, consultants and the general public.

The position undertakes routine environmental health inspections, investigates complaints and reports on possible breaches of food hygiene, environmental and public

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health legislation. Sound negotiation and written and oral communication skills are essential.

The position provides support services to the Environmental Health Team in terms of project and program delivery to assist in the implementation of the Environmental Health Strategy.

It is necessary that the incumbent possesses knowledge of relevant legislation and an understanding of environmental concepts associated with water, noise and air pollution and public health to effectively apply the relevant legislation.

Where the position is required to have specialist environmental health knowledge, the incumbent is required to hold and maintain a sound level of expertise within the relevant area.

The position requires skills to analyse reports submitted in relation to environmental matters to determine compliance with the relevant standards, guidelines and legislation. The position will also help the team deliver educational elements of the Environmental Health Strategy.

The position is required to use Council's Information Management Software (ECM) and Ci to comply with organisational requirements of document and complaints management and have sound computing and GIS skills.

The position interacts with staff internal and external to the Unit on various environmental and health issues with similar advice required to developers and the general public. The position is also to have highly developed skills in problem solving and conflict resolution. As well, the position will be part of a "duty roster" system that provides public advice.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

### 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"><li>Analyse and assess development applications against various environmental and public health legislation, standards and guidelines and Council policies and plans.</li><li>Liaise with planning staff where additional information is required.</li><li>Attend meetings and advise on environmental health matters with Council staff, Management, Councillors and applicants and their representatives</li><li>Recommend refusal with detailed reasons.</li><li>Report on applications within required timeframes</li></ul>
2. Application Assessment	<ul style="list-style-type: none"><li>Analyse and assess applications (including applications associated with onsite sewage management systems and caravan park and</li></ul>

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	<p>manufactured home estates) against various environmental and public health legislation, standards, guidelines, Council policies and plans.</p> <ul style="list-style-type: none"> <li>• Negotiate appropriate outcomes for Council, applicants and the public.</li> <li>• Determine applications within required timeframes.</li> <li>• Prepare appropriate documentation.</li> <li>• Administer compliance with approvals.</li> </ul>
<b>3. Complaints Investigation</b>	<ul style="list-style-type: none"> <li>• Receive and record complaints/reports of issues that may breach environmental or public health legislation or Council policies.</li> <li>• Investigate issues including site inspections, interviews, taking samples, use monitoring equipment, gather evidence.</li> <li>• Prepare reports with recommendation for actions where required.</li> <li>• Follow up any action to ensure finalisation.</li> <li>• Respond to complaints in a timely manner.</li> <li>• Instigate legal proceedings and act as a court witness where required.</li> </ul>
<b>4. Compliance Inspections</b>	<ul style="list-style-type: none"> <li>• Understand reason for inspection and ensure knowledge of all relevant standards and legislation.</li> <li>• Provide clear and accurate advice and direction.</li> <li>• Document inspection results including any works required.</li> <li>• Ensure compliance with legislation or adopted standards.</li> </ul>
<b>5. Problem Solving and Conflict Resolution</b>	<ul style="list-style-type: none"> <li>• Compose correspondence on matters of concern to residents or developers or proponent of proposed developments.</li> <li>• Respond to matters tasked through Council's ECM system or forwarded via Council's internal mail system in a timely manner.</li> </ul>
<b>6. Maintenance of Professional Knowledge Base</b>	<ul style="list-style-type: none"> <li>• Ensure professional knowledge base, appropriate to the position, is adequate and current.</li> <li>• Ensure open communication is maintained with colleagues to allow the transfer of information.</li> <li>• Identify and liaise with supervisor where data gaps exist.</li> </ul>
<b>7. Project support</b>	<ul style="list-style-type: none"> <li>• Assist in implementation of the Environmental Health Strategies Projects <ul style="list-style-type: none"> <li>○ Self- mediation (equipping the community to problem solve with neighbours)</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>○ Health Impacts of Climate Change</li><li>○ Living with Flying Foxes</li><li>○ Asbestos management</li><li>○ Noise and air pollution</li></ul>
<b>8. Legal Matters</b>	<ul style="list-style-type: none"><li>● 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.</li><li>● Liaise with Council's solicitors as required.</li><li>● Prepare affidavits and statements of evidence.</li><li>● Issue penalty infringement notices.</li></ul>
<b>9. Health Safety and Environmental System</b>	<ul style="list-style-type: none"><li>● Adopt Council's WH&amp;S requirements within the workplace.</li><li>● Identify matters of non-compliance within work area and inform supervisor.</li></ul>
<b>10. Systems Development</b>	<ul style="list-style-type: none"><li>● Review and monitor area specific procedures and processes.</li></ul>
<b>11. Staff coaching and/or Staff Supervision (where applicable)</b>	<ul style="list-style-type: none"><li>● Provide guidance on Council formats and established practices to less experienced staff members.</li><li>● Motivate less experienced staff towards the achievement of specific organisation and unit goals and objectives.</li><li>● Train and appraise staff under the position's supervision.</li><li>● Participate in the organisational recruitment process as a panel member.</li></ul>

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](#)

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#### 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 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.

#### 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

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

1. Recognised qualification at degree level in Environmental Health or equivalent where specialist knowledge is required.
2. Eligible for membership of Environmental Health Australia.
3. Sound knowledge in environmental and public health matters such as: food safety, air/noise/water pollution, acid sulfate soils, on-site sewage management, noise assessment/regulation, water quality monitoring and contaminated lands.
4. Understanding of the concepts of inspection of premises and activities.
5. Sound knowledge of environmental and public health legislation in a local government environment.
6. Demonstrated written and verbal communication skills.
7. Demonstrated conflict resolution skills.
8. Demonstrated computing skills.
9. Eligible to hold a current NSW Drivers Licence Class C or equivalent.

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#### Desirable:

10. WorkCover OHS Induction Training for Construction Work.

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