

# ENVIRONMENTAL HEALTH OFFICER

DOCUMENT TYPE:	Position Description		
POSITION:	Environmental Health Officer		
POSITION SUPERVISOR:	Manager Community Services		
POSITION DIRECTORATE:	Community Wellbeing		
POSITION DEPARTMENT:	Community Services		
POSITION TERM:	Permanent		
POSITION STATUS:	Full Time		N/A
POSITION AWARD CLASSIFICATION:	Band 7		
POSITION DESCRIPTION VERSION NUMBER:	1		
POSITION DESCRIPTION DATE ADOPTED:	May 2024		
POSITION DESCRIPTION REVIEWED BY:	Director Community Wellbeing and Manager Community Services		
INCUMBENT:			
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.		
<p><b>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</b></p> <p><b>This document is available in alternative formats (e.g. larger font) if requested.</b></p>			

## 1 POSITION OBJECTIVES

The objectives of this position are:

- to deliver quality environmental health services to the Loddon community in accordance with strategic objectives and statutory requirements, and
- to provide a responsive and proactive service to the community which involves identifying solutions with customers to achieve legislative requirements.

## 2 KEY RESPONSIBILITIES AND DUTIES

### 2.1 Public health

The incumbent will:

- administer and deliver the delegated responsibilities under the Local Government Act 1989 and 2020, Public Health and Wellbeing Act 2008, Food Act 1984, Environment Protection

- Act 2017, Residential Tenancies Act 1997, Tobacco Act 1987, Summary Offences Act 1966, and any other Act, regulation, code of practice or local law applicable to the position,
- prepare and present verbal and written reports and communications to the Council or the Executive group as required,
  - provide efficient and effective customer service through written, phone or counter enquiries,
  - liaise with other directorates, government agencies, utility providers and the private sector with regard to environmental health matters,
  - receive and investigate community complaints or agency referrals and provide feedback and advice in a timely manner,
  - assess and provide technical assessment and advice on applications seeking the installation, maintenance or renewal of onsite wastewater treatment systems,
  - undertake scheduled inspections of all registered premises within Loddon Shire in accordance with statutory requirements,
  - manage Council's premises registration process ensuring compliance with legislative requirements,
  - develop and implement sampling programs for registered premises and Council facilities such as swimming pools,
  - prepare and distribute educational material relating to relevant environmental health activities or programs,
  - administer Council's diabetic syringe bin collection program,
  - prepare and submit all required state government or agency reports regarding environmental health statistics, activities or programs,
  - prepare and periodically review Council's Domestic Waste Water Management Plan,
  - coordinate and administer Council's mosquito monitoring and spraying program in accordance with state government requirements,
  - provide internal consultation and referral services with regard to planning and building applications and enquiries.

## 2.2 Records and information

The incumbent will:

- provide leadership, advice and direction to supervised staff to ensure responsible records management throughout Council in accordance with relevant legislation,
- supervise applicable staff to ensure that Council's records function is being undertaken appropriately.

## 2.3 Staff development

The incumbent will:

- provide supervision and support to staff, ensuring that the department's objectives are met
- maintain effective communication with staff by adhering to Council's internal communication processes and procedures,
- undertake annual performance development reviews for supervised staff, including appropriate staff development as a result of those reviews

## 2.4 Professional development

The incumbent will:

- attend appropriate peer networking events to enhance knowledge and information in relation to the position,
- ensure that current and accurate levels of professional knowledge are maintained.

## 2.5 Other duties

The incumbent will carry out such other duties as directed that are consistent with the general requirements of this position.

## 3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- be responsible for providing expert and professional advice to the Council, other departments and the general public regarding all environmental health matters,
- be accountable for the delivery of quality, efficient and timely environmental health programs,
- be accountable for the administration of delegated statutory responsibilities,
- be accountable for compliance with the requirements of the Occupational Health and Safety Act, Equal Employment Opportunity Act and other work place legislation.

## 4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- make appropriate decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established authority, recognised standards and within the approved business plan,
- work without direct supervision,
- exercise balanced judgement in all decision making processes with emphasis on the sensitive nature of environmental health and customer service matters,
- effectively and efficiently deliver environmental health services to make Loddon a *Great Place to Live, Work and Visit*,
- prioritise delivery of environmental health services to meet organisational objectives.

## 5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- a sound theoretical and practical knowledge and extensive practical experience in environmental health programs i.e. food standards and food safety plans, infectious disease control, wastewater treatment applications, environmental and nuisance complaints investigation, water quality monitoring, and health promotion and education,
- detailed knowledge of local government procedures and practices,
- an understanding and commitment to providing a high level of customer service in line with Council's vision.

## 6 MANAGEMENT SKILLS

The incumbent will:

- have an ability to manage staff and share expertise and knowledge,
- be able to set priorities and have the ability to achieve work objectives within a timetable,
- have ability to plan, organise, set priorities and manage time, so that Council's resources are optimised and objectives are achieved within agreed timeframes,
- have the ability to work with minimum direction,
- provide efficient and effective customer service,
- have a flexible approach to new and progressive ideas,
- have the ability to gain the confidence and cooperation of other staff.

## 7 INTERPERSONAL SKILLS

The incumbent will:

- have proven written and verbal communication skills required for report and letter writing, phone and counter enquiries,
- build positive relationships so as to gain the cooperation or assistance of clients and the general public,
- have the ability and willingness to work as part of a small team,
- have excellent negotiation skills,
- have ability to develop options, solve problems and be flexible as required.

## 8 EXPERIENCE

The incumbent will have experience as an Environmental Health Officer.

## 9 QUALIFICATIONS

Qualification	Mandatory or Desirable
A tertiary qualification in an environmental health discipline or other qualifications which satisfy the requirements of membership status of Environmental Health Professionals Australia	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>
A current Victorian Drivers Licence	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>

## 10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

## 11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

## 12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> <li>• Manager Community Services</li> </ul>
Supervises	<ul style="list-style-type: none"> <li>• Arbovirus Technical Officer</li> </ul>
Internal liaisons	<ul style="list-style-type: none"> <li>• All Council staff</li> </ul>
External liaisons	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Public authorities</li> <li>• Suppliers and contractors</li> <li>• Local community and businesses</li> <li>• Local government and government sectors</li> </ul>

## 13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. a tertiary qualification in an environmental health discipline or other qualifications which satisfy the requirements of membership status of Environmental Health Professionals Australia,
2. extensive experience in the provision of environmental health services and a strong familiarity with the role in a local government environment,
3. demonstrated theoretical and practical knowledge and extensive practical experience in Victorian environmental health legislation, programs and procedures,
4. sound conceptual and analytical skills together with an ability to develop solutions to problems that members of the community may have, for which no precedence exists,
5. demonstrated ability to work with minimal direction, prioritise work and manage time effectively,
6. excellent communication skills both written and verbal, and the proven ability to negotiate, network and liaise with a broad range of stakeholders to manage conflict situations.

## 14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

## 15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

## 15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

## 15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients,
- adhere to Council's equal opportunity and bullying and harassment policies and procedures, and
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

## 15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace,
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

## 15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure,
- adhere to and assist in the continuous improvement of Council's risk management system.

## 15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times,
- familiarise themselves with the Code to ensure compliance with its principles.

## 15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act,
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure,
- ensure that personal information is appropriately stored and managed,
- collect information only directly relating to the services being provided to clients,
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

## 15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

## 15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith,
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment,
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

## 15.9 Compliance

Loddon Shire Council is committed to implementing a compliance framework to encourage organisation wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated, and
- signing-off obligations and actions in the system once they reach practical completion.

## 15.1 Child Safe Standards

Loddon Shire Council is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.



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## 16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: ..... Date: .....

Manager's signature: .....

Manager's title: ..... Date: .....