

# Environmental Health Officer POSITION DESCRIPTION



<b>Position Number:</b>	2758
<b>Department:</b>	Community Services
<b>Section:</b>	Planning and Regulatory Services
<b>Unit:</b>	Health and Environment
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 4/5 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
<b>Reports To:</b>	Supervisor Environmental Health
<b>Revised:</b>	May 2022

## General Position Statement

This position supports Council's direction by ensuring preservation and promotion of a high standard of community health and quality of life through consultation, education, inspection monitoring and strategic planning in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

## Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

### Level 4

- Carry out duties associated with relevant legislation, including regulations, policies and other information associated with the Acts and Rockhampton Regional Council's Local Laws under the general direction of the Supervisor Environmental Health, Coordinator or Manager.
- Conduct inspections and moderate to complex investigations in nature and in accordance with relevant legislation and associated regulations, standards, policies and Council's Local Laws and Policies.
- Provide high level technical support and expert professional advice relating to legislation, Council policy and Australian Standards to colleagues, Council staff, and where applicable Government and Non-Government agencies.
- Collection and presentation of evidence including documentation for prosecution of offences under relevant legislation when required.
- Process applications for new and existing premises and provide conditions of approval where necessary.
- Manage operational/service related complaints and issues effectively to ensure prompt identification and appropriate action and escalate to Senior Officers if required.
- Actively promote and increase community awareness of environmental health issues and responsibilities and participate/assist in environmental health promotional and educational activities.

# Environmental Health Officer POSITION DESCRIPTION



- Participate as required with policy formation, procedures and, projects.
- Ensure compliance with written or known Environment and Public Health and Council protocols.
- Ensure timely delivery of effective environmental health services through the fair and defensible application of the various legislation and Council's policies and procedures.
- May be required to mentor and train lower classified officers.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## Level 5

- Independently carry out duties associated with relevant legislation, including regulations, policies and other information associated with the Acts and Rockhampton Regional Council's Local Laws.
- Conduct inspections and investigations of a complex nature in accordance with relevant legislation and associated regulations, standards, policies and Council's Local Laws and Policies.
- Provide specialist advice to Council staff, Council and the community in relation to environment and public health matters.
- Advocate effectively on behalf of Council on environment and public health related matters.
- Enhance community awareness of Council's broad environment and public health intentions and policies through community consultation programmes.
- Actively promote and increase community awareness of environmental health issues and responsibilities and manage/participate in environmental health promotional and educational activities.
- Collection and presentation of evidence including documentation for prosecution of offences under relevant legislation when required.
- Manage operational/service related complaints and issues effectively to ensure prompt identification and appropriate action.
- Process applications for new and existing premises and provide conditions of approval where necessary.
- Undertake policy formation, procedures, work instructions, improvements and projects including drafting work instructions.
- Act with a high level of judgement, initiative, confidentiality and sensitivity when conducting work activities
- Manage environment and public health projects, including communication consultation programmes and unit initiatives.
- Ensure compliance with written or known Environment and Public Health and Council work instructions and protocols.
- Ensure timely delivery of effective environmental health services through the fair and defensible application of the various legislation and Council's policies and procedures.
- Provide advice to Senior Officers as requested and may be required to mentor and train lower classified officers.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

---

## Position Requirements

Your suitability for this role will be assessed against the following competencies.

# Environmental Health Officer POSITION DESCRIPTION



## Skills/Competencies

### Level 4

- Relevant technical knowledge relating to public health, environmental protection, health promotion, social issues and sustainable development.
- Working knowledge and understanding of relevant Legislation, Australian Standards, Local Laws and Policies in environmental health.
- Extensive knowledge of work activities, work practices and procedures relevant to the Unit
- Demonstrated ability to research and draft replies to correspondence, reports and other such documentation.
- Demonstrated communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Good conflict resolution and negotiation skills.
- Good time management, planning and organisational skills.
- High ethical standards in the performance and execution of responsibilities associated with the role.
- Ability to effectively operate Council's computer systems including ECM, Pathway and the MS Office Suite.

## Qualifications

- Degree qualifications in Bachelor of Public Health (Environmental Health) or related discipline and disciplined knowledge gained through work experience in a field relevant to the position.

## Desirable Qualifications and Experience

- Experience in a Local Government environment.
- Membership of Environmental Health Australia or the ability to qualify for membership.
- Ability to be approved as a Food Safety Auditor with Queensland Health or willingness to gain the relevant qualifications.

### Level 5

- Significant technical knowledge relating to public health, environmental protection, health promotion, social issues and sustainable development.
- Extensive working knowledge of/and the ability to interpret relevant Legislation, Australian Standards, Local Laws and Policies in environmental health.
- Extensive knowledge of work activities, work practices and procedures within the Unit.
- Excellent communication (oral and written) and well-developed interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated conflict resolution and negotiation skills with the ability to resolve issues at grassroots level.
- Demonstrated ability to research and draft replies to correspondence, reports and other such documentation.
- Excellent time management, planning and organisational skills.
- High ethical standards in the performance and execution of responsibilities associated with the role.
- Ability to effectively operate Council's computer systems including, ECM, Pathway and the MS Office Suite.

## Qualifications

- Degree qualifications in Bachelor of Public Health (Environmental Health) or related discipline and disciplined knowledge gained through work experience in a field relevant to the position.

# Environmental Health Officer POSITION DESCRIPTION



## Desirable Qualifications and Experience

- Experience in a Local Government environment.
- Membership of Environmental Health Australia or the ability to qualify for membership.
- Ability to be approved as a Food Safety Auditor with Queensland Health or willingness to gain the relevant qualifications.

## Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

## Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and Lyssavirus

---

## Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

# Environmental Health Officer POSITION DESCRIPTION



## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	