

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Environmental Health Officer
<b>Award Classification:</b>	Level 4-5
<b>Employment Conditions:</b>	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
<b>Department / Branch:</b>	Corporate & Financial Services / Environmental Health
<b>Principal Location:</b>	Shire Office, Hughenden
<b>Reports to:</b>	Governance Manager (or as directed)
<b>Direct Reports:</b>	0

### Flinders Shire

<b>Our Vision:</b>	Flinders Shire – a place of discovery, opportunity and lifestyle
<b>Our Mission:</b>	To promote quality of life through leadership, attitude and respect
<b>Our Values:</b>	<ul style="list-style-type: none"> <li>• A Caring Philosophy</li> <li>• Pursuit of Excellence</li> <li>• Teamwork</li> <li>• Local Ownership</li> <li>• Communication</li> <li>• Leadership</li> <li>• Recognition</li> </ul>

### Council Structure

#### Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

#### Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

#### Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

#### Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

### Position Objective

Deliver a range of public and environmental health services that aim to protect and promote health, prevent the incidence of infectious diseases, safeguard the environment and enhance quality of life in the community. Liaise closely with Shire staff, public authorities and departments, members of the public, community organisations, and businesses in order to improve public and environmental health standards within the Shire.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

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## **Key Responsibilities**

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### ***Compliance Inspections***

Carry out inspections to assess compliance with Council's local laws, planning scheme, policies, codes, regulations, standards and any legislation which the Council implements and reports on as a result of these inspections.

### ***Health promotion and programs (notifiable infectious diseases)***

- Initiate and undertake programs which promote the general public's greater understanding of statutory and local law requirements in relation to environmental health and environmental management.
- Deliver environmental health education programs at the schools within the communities

### ***Disaster management***

- Attend local and district disaster management groups where appointed.
- Assist in Council's Disaster Mitigation and Management within the framework of the Disaster Management Act 2003.

### ***Food safety***

- Inspect premises where food is prepared and sold to ensure that health and safety standards are being met and to advise on food regulations.
- Respond to complaints from the public regarding food safety and provide action and resolution.

### ***Compliance (buildings)***

- Assess planning and building applications in accordance with the Sustainable Planning Act and other statutory and policy requirements to ensure compliance with environmental legislation and objectives.
- Undertake general inspections and audits to determine compliance with relevant legislation, regulations, codes and gathering evidence for prosecution if necessary.
- Undertake pool safety inspections and enforce compliance.

### ***Environmental protection***

- Monitor dangerous levels of air, water, land and noise pollution, identifying problems and taking action to rectify them.
- Assist with water and sewerage testing
- Conduct Environmental Health Audits including ERA, Food and Flammable and Combustible Liquids.
- Conduct inspections of environmentally relevant activities within the Region and Council's waste transfer stations and landfills, ensuring compliance with the requirements of the health and environmental legislation.
- Provide direction and insight into the development and implementation of short and long term waste management strategies for the Shire.
- Act as Council's Environmental representative for Main Roads projects.

### ***Environmental nuisances***

- Assist in the implementation of noxious weed control programs.
- Assist in the implementation of relevant legislation and Local Laws with respect to overgrown allotments and investigate complaints and take action if required regarding breaches
- Ensure letters/notices are complied with.
- Carry out periodical surveys to identify overgrown land.
- Investigate and remedy nuisance complaints under the Environmental Protection Act 1994.

### ***Mosquito management***

- Organise and conduct pest control and eradication programs such as mosquito control.
- Investigating potential mosquito breeding areas and taking action to improve vector control.

### ***Administration and budgeting***

- Assess applications for licences, permits and registrations as required by statute and Council policy.
- Preparation of notices.

- Assess the environmental health and/or environmental protection aspects of development applications
- Preparation of funding submissions and completion of acquittals.
- Attending to counter and telephone enquiries.
- Prepare and submit monthly reports to Council on activities undertaken.
- Attend committee and general meetings when required.
- Provide specialist advice on operational, legislative and policy matters.

### ***Stakeholder Engagement***

- Develop effective relations with stakeholders, both internal and external ensuring positive reflection on Council and the Governance team
- Participate in forums and meetings to raise awareness of Councils Environmental Health initiatives and responsibilities and enhance networking across Flinders Shire and address community concerns regarding priority projects

### ***General***

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

### ***Administration***

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep the Governance Manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### ***Organisational Continuous Improvement & Quality Management***

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

### ***Corporate Responsibilities***

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

## **Workplace Health & Safety**

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

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## **Other Requirements**

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
  - prepared to work flexible hours to meet the requirements of the position;
  - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
  - medically fit and physically capable to meet requirements of the position;
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
  - Prepared, if required, for Council to undertake a Criminal History Check

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## **Organisational Relationships and Delegations**

Internal: Corporate & Financial Services team, other portfolios across Council and senior leaders including Chief Executive Officer

External: Community groups, contractors, suppliers, government departments, general public and other Local Government regions

Delegations: The Environmental Health Officer works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

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## **Selection Criteria**

### **Essential**

1. Bachelor of Applied Science (Environmental Health) or equivalent
2. Demonstrated skills in proactive coordination, development, implementation and review of environmental health programs;
3. Demonstrated knowledge and experience applying relevant legislation
4. Highly developed written and verbal communications skills including the ability to communicate with a range of stakeholders, both internal and external;
5. Proven ability to employ good judgement and effectively utilise discretion in a regulatory environment;
6. Sound knowledge or understanding, or ability to quickly acquire knowledge of legislated framework governing Council in regard to finance, procurement and community engagement.

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7. Demonstrated sound level of Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Authority and TRIM.
  8. Current unrestricted C Class drivers' licence and ability to travel throughout the Flinders Shire and other locations as required.
  9. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

***Desirable***

10. Experience in preparing funding submissions and completing acquittals.
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**Authorisation**

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**Position Approved By:** Melanie Wicks, Director Corporate & Financial Services

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Receipt and Acknowledgement**

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I, \_\_\_\_\_ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_