



Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

Position Title:	Technical Officer - Environment and Public Health	Department:	Planning and Community Development
Reports to:	Manager, Environment and Compliance		
Subordinate Positions:	Nil		
Classification:	B 3/ L1 Grade 12 Steps 1- 3 \$1269.75 – 1365.10 per week	Additional Benefits:	9.5% Superannuation, Uniform Allowance, Ability to Salary Sacrifice On-call Allowance Rostered Day Off
Basis of Employment:	Permanent Full-Time 35 Hours per week	Location:	Max Centre Arcade Balo Street, Moree
Employment Condition:	<i>Local Government (State) Award</i>	Vacancy Ref:	

POSITION OBJECTIVE

1. To provide technical leadership and support in the environment and compliance activities of Council.
2. To undertake inspections, sampling, measurements and testing, as required, relevant to the environment and compliance activities of Council.
3. To work with the compliance teams to support investigations, enforcement and activities.
4. To oversee and assist with the delivery of educational programs throughout the community to achieve voluntary compliance.
5. To work with the Manager, Environment and Compliance in the development of strategies and policies relating to the environment and compliance activities of Council
6. To work with the support staff in environment and compliance to assist them to meet their key objectives.

ACCOUNTABILITIES

To the Council, State Agencies and Community in the timely and appropriate administration of Acts, regulations and codes relating to environment and compliance including the relevant provisions of the *Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2000, Local Government Act 1993, Companion Animals Act 1998, Impounding Act 1993, Protection of the Environment Operations Act 1997, Swimming Pools Act 1992, Roads Act 1993, Road Transport Act 2013, Food Act 2003, Public Health Act 2010, Moree Plains Local Environmental Plan 2011*, all Development Control Plans and any other relevant Acts, codes, standards, controls and Council policies.

OBLIGATIONS TO THE ORGANISATION

1. You are required to cooperate with Council in order to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993 as a worker.
2. Promote a positive image of the Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
3. Performance of other duties as required, provided such duties are within the limits of the position occupant's skill, confidence and training and provided such duties do not promote a narrowing of the position occupants' skill base.

KEY RESULT AREAS

1. The provision of effective educational programmes to the community;
2. The review and development of policy and strategies relating to environment and compliance;
3. Assist with the operations of the Animal Management Facility in a humane manner, and in accordance with legislative requirements;
4. Undertaking inspections, sampling, measurements and testing in accordance with any legislative requirements, in an accurate and systematic manner and following best practice guidelines;
5. Ensuring that Council meets its obligations under the relevant legislation including all testing, sampling, inspection and reporting requirements.
6. Ensuring that when enforcement action is required, such action is taken expeditiously in conjunction with the compliance team.

DUTY STATEMENT

Duties shall include but not be limited to:

Technical:

- Apply and the relevant provisions of the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2000*, *Local Government Act 1993*, *Companion Animals Act 1998*, *Impounding Act 1993*, *Protection of the Environment Operations Act 1997*, *Roads Act 1993*, *Road Transport Act 2013*, *Food Act 2003*, *Public Health Act, 2010*, *Moree Plains Local Environmental Plan 2011*, all Development Control Plans and any other relevant Acts, codes, standards, controls and Council policies;
- Support legal enforcement including interpreting and applying legislation, interviewing members of the public, preparation of statements and briefs of evidence, issuing infringement notices, giving evidence at court and attending court when required;
- Develop and implement community education programs and activity days including but not limited to, animal care and control, anti-littering, graffiti, environmental protection, public health and food safety.
- Subject to appropriate training and qualifications, undertake food premises inspections, water sampling (including drinking water and swimming pool water), inspections of alleged environmental and health related incidents.
- Apply, in conjunction with Council's Grants Officer and other Departments/Sections as relevant for funding to support the activities of the environment and compliance section, including but not limited to the annual de-sexing and micro-chipping programs, education campaigns, Clean Up Australia, anti-graffiti days and similar events and environmental works and improvements.

- Prepare reports, returns and submissions to relevant external agencies as required.

Professional:

- Effectively interact with customers including under confrontational circumstances
- Effectively interact with customers in an educational role
- Attend all relevant training as required.
- Establish and maintain close liaison and cooperation with the community.
- Provide timely reports to the Manager, Environment and Compliance.
- Contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Follow instructions and adhere to all safety requirements of the position.
- Attend meetings, as required, including team, section, departmental, community and external agency meetings.
- Provide services to a high level of user satisfaction.
- Comply with Council's Codes and Policies, including but not limited to the Code of Conduct, WHS and EEO policies and procedures.
- From time to time, undertake other duties as directed.

Physical demands of the position:

The position involves some field work, including driving on tracks and on poor roads. Sampling and inspections require a degree of physical flexibility and adequate eye sight. Fine motor skills including competent keyboarding are required.

The successful applicant will be required to maintain regular immunisation against infectious diseases relevant to the position. Verification of completed immunisation must be supplied by the individual to Council for our records. A signed release authority for MPSC to access relevant health information from your practitioner forms a compulsory requirement to control risks and to facilitate the health management program for the incumbent of this position.

(Note: A job matched pre-employment health screening will follow interviews to ensure MPSC does not place your health and safety at risk if you are offered this position).

PLEASE NOTE:

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa or be a permanent resident with full working rights.*
- *All employees of Council are required to hold a WHS General Construction Induction Card and Have a Unique Student Identifier code*

SELECTION CRITERIA

Essential Criteria

- Diploma in Local Government (Environmental Health) or relevant equivalent, together with experience which demonstrates a sound ability to conduct inspections, investigations and enforcement of legislation relating to public health, environment and food safety. *(Note: Applicants without a suitable qualification but with relevant experience may be considered for the role, subject to committing to undertaking the relevant training. Such an applicant may be appointed at a lower grade pending acquisition of required qualifications).*

- Well-developed interpersonal skills, ability to work within and support a cohesive team environment, maintain positive relationships with internal and external stakeholder's service and ability to learn new skills and adapt to changing situations.
- Well-developed numeracy, written and verbal communication skills including ability to communicate effectively with people at all levels on animal control, environmental protection, public health, development control and general compliance matters.
- The ability to accurately interpret and apply legislative and regulatory instruments including local policies.
- The ability to work effectively under pressure, to manage time, plan, organise and prioritise own work in conjunction with that of the Environment and Compliance team to achieve defined outcomes.
- Demonstrated effective organisational skills, with the ability to work well to deadlines along with strong attention to detail and the ability to perform work with a high level of accuracy.
- The ability to exercise sound judgement, and a high degree of initiative, confidentiality and sensitivity.
- Current Class C Driver's Licence.

Common Criteria

- Willingness to undertake a Criminal History Check, Pre-employment checks, and Council paid booster immunisation regime.
- Hold NSW Construction Industry General OH & S Induction
- Understanding of and ability to work under Council's Policies and procedures including Work Health & Safety, Equal Employment Opportunity and Code of Conduct with willingness to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>)

Desirable Criteria

- Qualifications in urban and regional planning, environmental management, asbestos and/or other similar qualifications.
- Experience in regulatory enforcement.
- Experience working in a multi-disciplinary team in a Regulatory Enforcement environment.

AUTHORISATION

Developed by:

Angus Witherby
Director of Planning & Community Development

Date: November 2019

Authorised by:

Lester Rodgers
General Manager

Date: November 2019