

## POSITION DETAILS

|                          |  |   |                               |
|--------------------------|--|---|-------------------------------|
| <b>Position Title:</b>   | Environmental Health Officer                         | <b>Position Grade:</b>                  | 10                            |
| <b>Dept/Directorate:</b> | Health and Building<br>City Planning and Environment | <b>Position Status /Hours per Week:</b> | Permanent - 35 hours per week |

## PRIMARY PURPOSE OF THE POSITION

- To carry out routine regulatory programs including food, skin penetration, public swimming pools and water-cooling systems
- To investigate and respond to customer requests concerning public health risks
- To investigate and respond to pollution incidents
- To assess environmental health impacts of development applications
- Provide advice on environmental health matters to the public and Council staff
- Provide quality customer service to public and external stakeholders

## SELECTION CRITERIA

### Education / Qualifications

- A degree in environmental health or other suitable qualification relevant to the key accountabilities for the position

### Experience/Specific skills

- Sound working knowledge of relevant legislation such as the Local Government Act, Protection of the Environment Operations Act, Food Act, Public Health Act and other relevant legislation
- Demonstrated experience in carrying out routine compliance assessments of food premises, hair and beauty salons, skin penetration premises, public swimming pools and water-cooling systems
- Demonstrated experience in investigating customer requests concerning public health risks and pollution incidents
- Ability to assess environmental health risks and take appropriate action, including the use of compliance and enforcement options to rectify issues.
- Demonstrated experience assessing development applications related to environmental health
- Excellent time management skills and the ability to organise and prioritise work to achieve performance targets.
- Excellent communication (oral and written), technical and organisational skills
- Good problem solving skills
- Good conflict resolution skills
- Excellent customer service skills
- Advanced computer skills including a working knowledge of Microsoft Office applications, HP TRIM, Merit, TechnologyOne (or similar)
- Experience in the use of field based inspection software
- Demonstrated commitment to WHS and EEO principles and practices
- Current driver's license

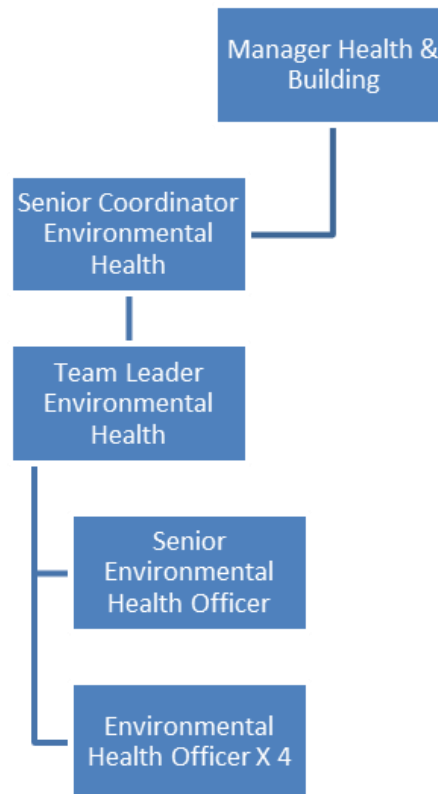
### Personal Attributes

- Flexible attitude
- Ability be firm and impartial when making decisions Ability to work under pressure
- Ability to use initiative and carry out tasks with minimal supervision
- Ability to work independently or as part of a team
- Ability to deal with people in a tactful and courteous manner
- Commitment to ongoing training and development
- Willingness to share knowledge and experience with others

### Desirable Qualifications, Experience and/or Skills

- Post graduate qualifications in environmental health or a related field
- Experience in preparing briefs of evidence and giving evidence in Court
- Qualifications or experience in project management
- Knowledge of Environmental Planning legislation

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning and Strategy Directorate of the organisation:

- Regulated premises service
- Unauthorised activity investigation service
- Building certification service
- Pollution regulation service
- Pest management public health regulatory service
- Regulate private noxious weeds service

## CORPORATE ACCOUNTABILITIES

**The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.**

|    |  |
|----|--|
| 1  | To comply with legislative requirements  |
| 3  | To adhere to Council plans, policies, procedures and Code of Conduct   |
| 4  | To understand, adhere and promote all WHS policies and procedures  |
| 5  | To understand, adhere and promote Council's EEO policies and procedures.   |
| 7  | To understand and respond to the needs of our customers in accordance with the Customer Service Charter                                    |
| 8  | To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan |
| 12 | To actively document all policies, procedures, projects and activities (as required)   |
| 13 | To actively share information and knowledge on issues, training and better practice to relevant staff                                      |
| 14 | To identify and initiate improvements of business systems to maximise service delivery   |
| 15 | To identify and initiate improvements of processes to maximise service delivery  |
| 16 | To deliver all project deliverables through PM_CoR methodology   |
| 17 | To identify and minimise exposure to risk  |
| 20 | To be involved in or provide feedback on corporate initiatives   |
| 21 | To positively and proactively work with others across the organisation to deliver the outcomes   |
| 25 | To model Council's values  |
| 26 | To create and contribute to a positive work environment within my team, my Unit and the workplace.   |
| 28 | To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements                      |

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### **Work Health and Safety**

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We are committed to preventing injury to ourselves, our team and our community.

### **Teamwork**

We work together with respect and support.

### **Ethics**

We are honest, responsible and accountable for our actions.

### **Professionalism**

We deliver effective services to the community with consistent decision-making.

## DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

|                       |  |
|-----------------------|--|
| Employee's Name       |  |
| Employee's Signature: |  |
| Date:                 |  |