

POSITION DESCRIPTION

ENVIRONMENTAL HEALTH OFFICER

POSITION DETAILS

POSITION No:	4335.1	UNIT:	Environmental Health
EMPLOYMENT STATUS:	Full Time	LOCATION:	Council Centre
DIVISION:	City Planning	CLASSIFICATION:	MO Level 4

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The City Planning Division comprises the following Units; Development Compliance; City Mobility, Planning Policy and Heritage, Surveying Services, Development Appraisal, Environmental Health, City Place Making, and Design Services. The principal purpose of the City Planning Division is to assist the Council in fulfilling its statutory obligations related to environmental health and animal management, land use, development, and transport planning, and associated permits and compliance. It is also responsible for the planning and design of major urban public realm enhancements and provide wider design and surveying services to the Council. The Division is also responsible for the implementation of relevant strategies and actions arising from the City of Hobart Strategic Plan for the physical development and enhancement of the City, and to provide land use and transport strategies for long term investment in Hobart.

POSITION OBJECTIVE

The role will protect and improve public and environmental health by delivering and enforcing the statutory food, public and environmental health risk and evidence-based programs, to ensure Council meets its responsibilities under legislation to provide the community with a health supportive urban environment.

The position is accountable for the achievement of Council's statutory obligations under the following Acts: Food Act 2003, Public Health Act 1997, Environmental Management and Pollution Control Act 1994, Building Act 2016, Local Government Act 1993, Burials and Cremations Act 2002, the Hobart Interim Planning Scheme 2015, the Health and Environmental Services By-Law 2008, and all associated subordinate legislation and guidelines.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide accurate and specialised advice to all internal and external customer, encompassing the diversity of statutory matters for which the position is accountable.



City of **HOBART**

- Issue lawful approvals and notices using sound judgement and strong communication skills in relation to the full range of technical responsibilities including; the operation of food businesses, public health risk activities, mass gatherings and events, light industries, regulated systems, the installation and maintenance of onsite wastewater disposal systems, the fit out and occupancy of food businesses, and instances of unhealthy premises, statutory nuisance and pollution events.
- Interpret professional reports relating to areas of technical responsibility as above and in addition; noise, potentially contaminated land, toxicology, air quality and disease outbreaks, to inform decision making, consult with stakeholders and take required action.
- Complete complex investigations of public and environmental health threats applying risk and evidence-based judgement, using appropriate equipment, tools and skills to determine the best course of action in order to regulate, contain and resolve incidents. Key areas include; the sale of unsafe and unsuitable food, statutory nuisance, asbestos, unhealthy premises, notifiable disease, land, air and water pollution events and environmental harm.
- Undertake inspections of statutory premises based on risk and in accordance with operational priorities in order to reduce the incidence of disease. Statutory premises include; food and mobile food businesses, public health risk premises, mass gatherings, regulated systems, dwellings operating onsite wastewater disposal systems, and small industries undertaking environmentally relevant activities.
- Design evidence-based prevention and control programs, collect samples, monitor and problem solve in relevant key responsibility areas including; recreational waters, drinking water, natural waterways, immunisation, smoke-free areas, wood smoke emissions, food surveillance, sampling, recall and labelling.
- Provide accurate and specialised advice to all internal and external customers encompassing the diversity of statutory matters for which the position is accountable.

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Environmental Health Officer reports to the Senior Environmental Health Officer. The officer liaises with Managers, supervisors and officers in administration, compliance, development appraisal and development engineering as well as officers from most other Council Divisions.

2. EXTERNAL

The role liaises with the Department of Health & Human Services, Department of Primary Industry, Parks Water and Environment, the Derwent Estuary Program, Department of Justice, building surveyors, architects, builders, plumbers, business proprietors, solicitors and the general public.

SELECTION CRITERIA

1. Degree in Science or equivalent qualifications for appointment as an Environmental Health Officer and demonstrated performance as an effective officer with broad expertise in all fields of public and environmental health.
2. Comprehensive knowledge and demonstrated application of all current public and environmental health legislation, guidelines, Australian Standards, by-laws and codes of practice, coupled with a proven ability to adopt emerging responsibilities within the governing framework.
3. Demonstrated ability to professionally and autonomously undertake regulation and compliance with diverse client groups that is proactive and customer oriented, displaying strong interpersonal skills and the ability to make and communicate decisions, manage conflict and influence outcomes.
4. Display effective personal management skills to consistently achieve high quality work outputs, the ability to prioritise, and demonstrated capacity to embrace technological advances that improve regulatory methods.
5. Current Drivers Licence, Police Check and Working With Children Check.