

<b>Position Title:</b>	Environmental Health Officer
<b>Team:</b>	Environmental Health
<b>Division:</b>	Regulatory Services
<b>Reporting To:</b>	Principal Environmental Health
<b>Direct Reports:</b>	Nil
<b>Industrial Instruments:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
<b>Level:</b>	Level 3 - 5 (skill dependent)

## **THE ROLE**

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The Environmental Health Officer, reporting to the Principal Environmental Health, will work collaboratively with the Environmental Health team to maintain and improve community environmental and public health conditions through education, advocacy, assessment of compliance and enforcement. Environmental health and protection duties will include inspection programs, assessment of business and community compliance with relevant legislation, assistance with disaster management, noise assessments, and water and food sampling.

The role will be based in Innisfail, however, work will require travel across the whole Cassowary Coast Region.

## **KEY OUTCOMES**

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- Implementation of Regulatory Services Compliance and Enforcement Guidelines, promoting a risk-based approach to enforcement focusing on information and education
- Council meets its statutory obligations legislative obligations with respect to community environmental health and protection
- Professional, efficient and courteous delivery of environmental health outcomes to the community

## **KEY ACCOUNTABILITIES**

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- Conduct investigations, inspections and report findings on a variety of environmental health and protection related activities in order to maintain public health, including, assessing and monitoring food hygiene, public swimming pools, skin penetration, community nuisances, events and permits, environmentally relevant activities, noise, illegal dumping, etc
- Assess environmental health and permit applications and issue permits and licences
- Provide timely, accurate professional advice, assistance and communication to stakeholders on a variety of environmental health and protection related activities
- Promote effective community consultation on all aspects of environmental health and protection through environmental education programs with internal and external stakeholders
- Take enforcement action and represent Council at Court, as required
- Effectively manage conflict situations in a professional manner

- Engage, network and seek learning opportunities at conferences and with regional groups in order to find synergies, build better systems and improve work practices
- Assist in the formulation and implementation of policies, procedures and management plans on environmental health related activities
- Maintain comprehensive, accurate and timely documentation and reporting, including digital record keeping
- Maintain a safe work environment aligned with Work Health and Safety Policy
- Assist with local law compliance activities when required or requested
- Comply with all Council Policies and Procedures including the Code of Conduct
- Undertake any other duties, projects or tasks as directed by the supervisor which generally fall within the scope of this position and are within the incumbent's skills, competence and training

## **BEHAVIOURAL COMPETENCIES**

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- Practices behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Models professional and ethical behaviour
- Presents in a knowledgeable and approachable manner
- Demonstrates the ability to professionally manage conflict situations
- Focuses on performance, prioritises workload and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds flexibly to change
- Commits to personal and professional development (courses and training in work time)

## **SELECTION CRITERIA**

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### **Essential:**

- Tertiary qualifications in Environmental Health (or equivalent) or demonstrated relevant experience/skills in a similar role which allows eligibility for membership of Environmental Health Australia
- Demonstrated knowledge of relevant environmental health issues faced by regional organisations with diverse services (Local Government or similar)
- Proficiency with the Microsoft Office suite of programs (eg Word, Excel, PowerPoint, Outlook) and other digital applications
- Demonstrated knowledge or experience of investigative, analytical and research skills
- Well-developed people and relationship building skills with demonstrated ability to work effectively and harmoniously in a team environment
- Ability to demonstrate behavioural competencies
- Current Queensland 'C Class' drivers licence

### **Desirable:**

- Experience with operating Tech 1, ECM and iAuditor would be highly regarded
- Eligibility for membership EHA
- Post grad qualification in Environmental Health or similar