



## Position Description

**ENVIRONMENTAL HEALTH OFFICER**



# OUR VALUES



## ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

## TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



## SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.



## INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





## Position Description: Environmental Health Officer

Position Number: Y043

**Purpose:** To uphold and promote high environmental health standards for the residents and visitors of the Shire, ensuring the health and well-being of the community through effective environmental health practices, education, and compliance.

### Role Responsibilities

#### Compliance

- Enforce provisions of the *Food Act 2008*, Food Regulations and the Australia New Zealand Food Standards Code (or assist with enforcement activities under supervision) as they relate to food businesses throughout the Shire.
- Monitor surveillance programs or assist in the delivery of surveillance programs in accordance with the *Health (Miscellaneous Provisions) Act 1911*, *Caravan Park and Camping Grounds Act*, *Local Government Act 1995*, and other relevant legislation.
- Investigate, respond to, and assist to resolve community noise complaints pursuant to the *Environmental Protection Act 1986 in accordance with level of authorisation*.
- Investigate, respond to, and assist to resolve environmental health-related complaints, ensuring statutory compliance and recommending or implementing appropriate actions.
- Undertake sampling programs for food, public swimming pools, drinking water, and other water sources.
- Conduct general inspections to ensure compliance with relevant regulations, including the mandatory four-yearly swimming pool compliance inspections (where appropriately authorised). Process applications for effluent disposal systems, food businesses, events, and public buildings **or** assist with assessment and processing under supervision to ensure compliance with relevant legislation.
- Prepare legal briefs and provide evidence in court for cases of non-compliance where authorised and required.

#### Management

Implement the Shire Public Health Plan or assist in the implementation and delivery of programs pursuant to the *Public Health Act 2016*.

- Oversee mosquito and pest control monitoring programs, including procurement procedures and managing contractors to implement appropriate control measures.
- Oversee the operational management of Containers for Change, the York Waste Transfer Station, and the York Septage Ponds, ensuring licensing, compliance, and reporting for programs are maintained.

#### Administration

- Maintain accurate records and registers, prepare statistical reports and annual reports, and write Council reports as required.
- Review, update, and develop policies, procedures, local laws, guidelines, and educational materials such as pamphlets and brochures related to environmental health matters.
- Be responsible for allocated budgets including the preparation of budget documentation and regular monitoring.
- Perform all administrative tasks associated with the position, ensuring timely and accurate completion of required documentation.

#### Education

- Design and implement health promotion initiatives or assist in the delivery of public education campaigns to enhance community health awareness.
- Provide expert advice to Shire staff, the public, and external stakeholders on environmental health issues.

- Advise community groups and commercial vendors on food safety standards, including best practices for the preparation and serving of food in public spaces.

### **General**

- Be an active and engaged partner with the Development Services team and who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.
- Attend Council and Committee meetings as required.

### **Performance of Duties**

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited *Policy 08 - Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

### **Required Skills and Qualifications**

#### **Essential**

- Bachelor of Science (Environmental Health) Degree; or other qualification acceptable to the Shire's CEO.
- Eligibility for appointment as an Authorised Officer (Noise and Unauthorised Discharges) pursuant to the *Environmental Protection Act 1986* and the requirements of the Department of Water and Environmental Regulation.
- Demonstrated knowledge of environmental health and related legislation.
- Highly developed interpersonal skills with the ability to engage with diverse stakeholders.
- Good planning/organisational and teamwork skills including demonstrated ability to prioritise competing demands and meet deadlines
- Highly developed communication skills – both written and verbal
- Sound administrative and time management skills
- Strong research, analytical and report writing skills
- Ability to be self-motivated, flexible and work under minimal supervision
- Ability to read and interpret construction plans.
- Sound computer literacy – email, Microsoft Suite and smart phone or tablet use
- Current C class drivers' licence.
- A National Police Check completed within the last 3 months.

#### **Desirable**

- Previous people management experience.
- Substantial experience as an Environmental Health Officer in a local government environment.

### **Level of Authority and Organisational Relationships**

#### **Reports to:**

Manager Development Services

**Direct Reports:**

- CFC Staff

**Internal Liaisons:**

- All Shire Employees

**External Liaisons**

- Ratepayers
- Members of the Public
- Volunteer event groups
- Contractors
- State & Federal Government Departments

**Conditions of Employment:** Fixed-term maternity leave relief contract (up to 12 months)

**Classification:** Level 7 – Inside EA

**Location:** Shire Administration

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

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

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

**Direct Manager Name:** \_\_\_\_\_

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

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

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Last Position Description Review

Date: / /

Next Review Due

Date: / /