



# Position Description

## Environmental Health Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> <li>Enhance community connection and well-being.</li> <li>Operate as environmental custodians for the future.</li> <li>Support local jobs, industry, and small business and facilitate sustainable development.</li> </ul>	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

<b>Position:</b>	Environmental Health Officer	<b>Direct Reports:</b>	N/A
<b>Level:</b>	Level 9		
<b>Department:</b>	Assets and Sustainable Development		
<b>Reports to:</b>	Manager Development Services		
<b>Status:</b>	Part time (0.4 FTE)		

Performance Summary
<p>The Environmental Health Officer is expected to:</p> <ul style="list-style-type: none"> <li>Provide high level environmental health services to the community of the Shire of Denmark.</li> <li>Strive for excellence in delivering a variety of approvals, providing advice and undertaking compliance activities.</li> <li>Contribute to building high levels of trust and respect between the Development Services Team, other Shire staff and the general community.</li> <li>Deliver a customer service approach to environmental health services.</li> <li>Be solution focused, have a 'can do attitude'.</li> <li>Look for opportunities to innovate.</li> <li>Champion the Shire's vision, values and objectives.</li> </ul>

## Key Responsibilities

- Process and evaluate environmental health related applications, undertake regular inspections, provide advice and issue approvals in conformity with delegations and relevant legislation, including the Health Act. This includes (but is not limited to):
  - Food premises,
  - Testing of potable water supplies,
  - Aquatic facilities,
  - Caravan parks,
  - On-site effluent disposal systems,
  - Public buildings,
  - Pest control,
  - Offensive trades, events and
  - Liquor licensing.
- Provide information to ratepayers, builders and developers on environmental health related issues within operating guidelines and procedures with a strong emphasis on customer service and education.
- Maintain accurate records of all work performed.
- Undertake investigations into complaints about environmental health matters.
- Provide a high-level of customer service both internally and externally, whilst supporting connection with our diverse community.
- Undertake research on environmental health related matters as directed.
- Maintain strong effective communication between all of the teams in the organisation.
- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Other duties reasonably required by the Manager Development Services

## Position Requirements

- A degree or diploma in Environmental Health.
- Thorough knowledge of legislation relating to Health control and its practical application.
- Developed written and verbal communication skills.
- Well-developed research skills.
- Developed interpersonal skills.
- Developed computer skills.
- Ability to work well as part of a team.
- Strong time management skills and ability to prioritise workloads.
- Initiative and flexibility.
- Sound negotiating skills.
- Knowledge of Local Government functions and activities (desirable).
- 'C' Class Driver's Licence.

## General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.

- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

**Certification**

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERFORMANCE PROFILE REVIEWED**

**DATE** \_\_\_\_\_