

Position Details

Full position details, including major functions and duties, in addition to required qualifications and skills are listed in the attached Position Description.

What you need to succeed

You will have a Bachelor of Applied Science (Environmental Health) or Advanced Diploma of Environmental Health or other such qualifications approved by the Director of Public Health sufficient to permits eligibility for membership to Environmental Health Australia (View: [EHA Accredited Courses](#)).

What We Offer

The full-time position is based at Council's offices in Westbury, a short drive from the regional city of Launceston.

The remuneration package includes the following and will be negotiated according to qualifications, skills, and experience:

- The position is offered as a permanent full-time role, however candidates interested in a part-time arrangement are invited to apply;
- Annual salary will be negotiable depending on experience up to \$88,790 (pro-rata for part time), in accordance with Council's Enterprise Agreement 2022;
- Superannuation - Council will pay an additional 3.5% above the amount required by the Superannuation Guarantee legislation (total amount currently 15%) in accordance with Council's Enterprise Agreement 2022;
- On occasions, there may be a requirement to work outside standard office hours. Appropriate arrangements will be put in place where this is required in accordance with Council's Enterprise Agreement.

Other employment conditions and benefits include:

- Assistance with relocation expenses is available and will be determined with the successful candidate (if applicable).
- A qualifying period of six months will be applicable to this position;
- Standard office hours are 8:30am to 5:00pm;
- Genuine demonstrated commitment to flexible working arrangements;
- A 19-day month, allowing for a rostered day off, is offered to full-time employees;
- Four weeks annual leave with leave loading per year;
- 10 days personal leave (sick/carers) per year;
- Paid parental leave of up to eight weeks after 12 months service;
- Long service leave is based on 10 years continuous service, with pro-rata access available after seven years of continuous service;
- Reward and recognition of service milestones;
- Ongoing learning and development opportunities, with access to study and development leave if required;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities & initiatives, and access to an Employee Assistance Program for staff and their immediate families; and
- Free on-site parking.

As an organisation we are committed to maintaining our *Employer of Choice* status.

Selection Criteria

Job applications need to be clear and concise as this is the first step in demonstrating your relevant skills, knowledge, qualifications, and experience. In addressing the selection criteria, please use relevant examples of how you believe you meet or have the potential to meet these requirements.

Applicants are required to **provide a statement (maximum of two pages)** addressing the following selection criteria:

1. An advanced diploma or degree-level qualification in environmental health (or working towards obtaining such) sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
2. Demonstrated understanding of all relevant legislation pertaining to the role of an Environmental Health Officer and ability to make sound judgements and apply legislation appropriately.
3. Capacity to conduct inspections and investigations into problems of an environmental health nature and resolving complex issues while maintaining focus on achieving objectives.
4. An ability to cope with pressure, prioritise tasks and maintain a high level of attention to detail and accuracy.
5. Excellent written and verbal communication and interpersonal skills including the capacity to influence and negotiate.
6. Good computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advanced use of the internet and email systems.
7. Current motor vehicle driver licence & working with vulnerable people registration (or ability to obtain) and commitment to maintaining these.

Enquiries

All enquiries should be directed to Madeline McKinnell, Team Leader Environmental Health, on (03) 6393 5354 or email madeline.mckinnell@mvc.tas.gov.au

How to Apply

To apply for this position, all applications must include four (4) documents;

- Application form;
- Covering letter;
- Current resume;
- A copy of your relevant qualification or most recent transcript (if studying) *and*
- Statement addressing each of the selection criteria (maximum two pages).

Please forward your application documents to the attention of the Human Resources Officer via email to recruitment@mvc.tas.gov.au

Applications Close

Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from the date of publication, this selection process may be used to fill subsequent or similar full-time and part-time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with the requirements of the position including a functional health assessment to ensure candidates meet the inherent requirements of this role.

POSITION DESCRIPTION

Environmental Health Officer

Development & Regulatory Services Department
March 2024

POSITION CONTEXT

The Environmental Health Officer is part of the Development & Regulatory Services Department which is responsible for implementing statutory regulation for well-planned and supported communities, in particular property-related statutory planning, building & plumbing permits, environmental health, 337 property certificate's, animal control, fire abatement and other hazards which arise under legislative provisions managed by Local Government. The Department also carries out specific projects for strategic land use planning and urban design. High quality customer service, both external and internal, and meeting regulated and organisational timelines is a focus. This Department has a close alignment with the Infrastructure Services Department which has responsibility for planning and delivery of built structures throughout Meander Valley i.e. roads, bridges, buildings, parks and playgrounds, for sustainable and strategic planning projects.

The Environmental Health Officer works closely with a broad range of internal and external stakeholders to ensure environmental health requirements are met under the following legislation: *Environmental Management and Pollution Control Act 1994, Public Health Act 1997, Litter Act 2007, Food Act 2003, Building Act 2016, Burial and Cremation Act 2019 and Local Government Act 1993*. The role also works with the Town Planners and Permit Authority to ensure all developments comply with relevant legislation.

ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader Environmental Health.

This position has no direct reports.

KEY CHALLENGES

- Maintaining current knowledge of all the facets of environmental health.
- Ensuring safety of self and others when dealing with infectious disease management.
- Balancing project work and day-to-day commitments.
- Ensuring timely responses to compliance matters, including adherence to regulated processes and timeframes.
- Dealing with aggrieved parties as they relate to investigations and non-compliance.

PRIMARY RESPONSIBILITIES

- Inspect and register food premises, including mobile and temporary, ensuring compliance with legislation.
- Inspect, register and licence premises in accordance with the *Public Health Act 1997*, ensuring compliance with legislation.
- Ensure that any known or suspected notifiable diseases are managed as required by the Department of Health.
- Investigate and manage complaints relating to environmental health matters.
- Ensure Council undertakes monitoring of air, noise and water quality as required, review monitoring results and action follow-up accordingly; as per the *Environmental Management and Pollution Control Act 1994* and *Public Health Act 1997*. This includes managing internal and external sampling.
- Provide support and advice to Council and event organisers for major public events and ensure that these events are managed and undertaken in accordance with relevant legislation.
- Receive enquiries from the general public relating to environmental health matters and provide advice accordingly.
- Provide advice to Council's Town Planners and Permit Authority in assessing applications with respect to public health, food premises, on-site wastewater management, air and noise pollution matters.
- Provide assistance to organise and coordinate the staff and school-based immunisation programs.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the *Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. An advanced diploma or degree-level qualification in environmental health (or working towards obtaining such) sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
2. Demonstrated understanding of all relevant legislation pertaining to the role of an Environmental Health Officer and ability to make sound judgements and apply legislation appropriately.
3. Capacity to conduct inspections and investigations into problems of an environmental health nature and resolving complex issues while maintaining focus on achieving objectives.

4. An ability to cope with pressure, prioritise tasks and maintain a high level of attention to detail and accuracy.
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ATTACHMENTS

- Council's Behaviours: 'The Way We Work Together'
- Organisational Structure

The way we work together.

01. **We work as a team, value each other's contribution and are accountable for our work.**
 - We own tasks to completion and ask for help where needed
 - We engage in respectful conversations in the workplace, showing kindness to each other
 - We collaborate and value the input of everyone
 - We communicate openly with transparency, honesty, whilst respecting confidentiality
 - We demonstrate respect, trust, support and we encourage others
02. **We support each other's roles to deliver the best outcomes for our customers and community.**
 - We will take the time to understand who does what and connect customers to the right area
 - We are focussed on our customers and the community's needs
 - We make decisions that are informed, considered and consistent
 - We are willing to try new things, be open to new ideas, and are not afraid to fail
03. **We are supported, trusted, and empowered to do our work.**
 - We are focussed on positive interactions and will provide constructive, respectful feedback
 - We are appreciative of others and accommodate different ways of working
 - We support an environment where people feel safe to share their ideas
 - We celebrate our achievements
04. **We value open and transparent communication to keep each other well informed.**
 - We share relevant information clearly and provide regular updates in a relatable way
 - We actively listen to everyone and consider different points of view
 - We vary our communication to suit the audience
 - We are authentic and genuine in our words and actions
05. **We operate in an environment where people feel connected.**
 - We are inclusive, welcoming and make an effort to build relationships
 - We recognise, accept and value diversity
 - We will proactively address issues as they arise
 - Problems are shared and solved jointly
 - We accept and learn from our mistakes



Organisational Structure

