

# Job Specification: Environmental Health Officer (Graduate)

## Position Details

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

## Working Conditions

The full time position is based at Council's offices at Westbury, a short 25 minute 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;
- Annual salary will be negotiable depending on experience within a range of \$64,185 to \$65,952, under Council's Enterprise Agreement 2019;
- Superannuation - Council will pay an additional 3.5% above the amount required by the Superannuation Guarantee legislation in accordance with Council's Enterprise Agreement 2019;
- On occasion, there may be a requirement to work outside standard office hours at times. Appropriate arrangements will be put in place where this is required.

Other employment conditions and benefits include:

- A qualifying period of six months will be applicable to this position;
- Standard office hours are 8:30am to 5:00pm, with a 36 minute lunch break;
- A 19 day month, allowing for a rostered day off is offered to full time employees;
- Standard annual and personal leave entitlements, with the payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata payment available after seven years on resignation/retirement;
- Paid parental leave of up to eight weeks after 12 months service; and
- Reward and recognition of service milestones.

Our office is modern, air conditioned and has good staff facilities including free on-site parking. As an organisation we are committed to maintaining our *Employer of Choice* status.

We consider organisational culture very important, and also focus on providing relevant health and wellbeing initiatives, including employee access to an onsite gymnasium.

## 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.

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.
2. Qualifications sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
3. 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.
4. Capacity to conduct inspections and investigations into problems of an environmental health nature, including preparation of reports and resolving issues.
5. An ability to cope with pressure, prioritise tasks and maintain a high level of attention to detail and accuracy.
6. Exceptional communication and interpersonal skills including the capacity to influence and negotiate.
7. Good computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advance use of the internet and email systems.
8. Current vehicle driver's licence and commitment to maintaining this.

*In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.*

## Enquiries

All enquiries should be directed to Krista Palfreyman, Director Development & Regulatory Services on 6393 5322 or email [krista.palfreyman@mvc.tas.gov.au](mailto:krista.palfreyman@mvc.tas.gov.au).

## Applications

To be considered for this position, **applications must include an application form, cover letter, resume (with at least two referees) and a statement (maximum of two pages) addressing the selection criteria.**

Applications should be forwarded for the attention of the Human Resources Officer, PO Box 102, Westbury, TAS 7303 or [recruitment@mvc.tas.gov.au](mailto:recruitment@mvc.tas.gov.au) no later than 5:00pm Monday 18 January 2021.

## POSITION DESCRIPTION

### Environmental Health Officer (Graduate)

Classification Grade 5

Development & Regulatory Services Department

January 2021

#### POSITION CONTEXT

The Environmental Health Officer (Graduate) 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 (Graduate) works closely with the Team Leader, Environmental Health & Regulation 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* and *Local Government Act 1993*. The role also works with the town planners and designated permit authority roles to ensure all developments comply with relevant legislation.

#### ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader, Environmental Health & Regulation.

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.
- 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**

- Provide assistance to organise and coordinate the staff and school immunisation program.
- 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*. This includes managing internal and external sampling.
- Inspect and register food premises, including mobile and temporary, ensuring compliance with legislation.
- Ensure that premises conducting public health risk activities are inspected annually and that any known or suspected notifiable diseases are managed as required by the Department of Health.
- Inspect and licence places of assembly, ensuring compliance with legislation.
- Investigate and manage complaints relating to Environmental Health matters.
- 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, referring complex matters to the Team Leader, Environmental Health and Regulation.
- Provide advice to Council's Town Planners in assessing applications with respect to on-site wastewater management, water, air and noise pollution matters.

## **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**

Essential Skills, Knowledge and Experience:

1. An advanced diploma or degree level qualification in environmental health.
2. Qualifications sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
3. 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.
4. Capacity to conduct inspections and investigations into problems of an environmental health nature, including preparation of reports and resolving issues.
5. An ability to cope with pressure, prioritise tasks and maintain a high level of attention to detail and accuracy.
6. Exceptional communication and interpersonal skills including the capacity to influence and negotiate.
7. Good computer skills including experience with customised systems, intermediate level with Microsoft Office applications and advance use of the internet and email systems.
8. Current vehicle driver's licence and commitment to maintaining this.

## **ATTACHMENTS**

- Council's Values and Behaviours
- Organisational Structure

## **MEANDER VALLEY COUNCIL VALUES**

To guide our choices and behaviour in all that we do, we will:

- Respect, listen and care for one another
- Be trustworthy, honest and tolerant
- Be positive and receptive to new ideas
- Be innovative, creative and learn
- Take a fair, balanced and long term approach
- Use sound business practices
- Work together

# Organisational Structure

