

## POSITION DESCRIPTION

<b>Position Title:</b>	Cadet Environmental Health Officer	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100567	<b>Department:</b>	Development
<b>Employment Status:</b>	Part Time	<b>Section:</b>	Environmental Health
<b>Employment Type:</b>	Fixed Term	<b>Location:</b>	Chambers
<b>Classification:</b>	Schedule A, Salary Point 5		
<b>Reports to:</b>	Senior Environmental Health Officer		

### PRIMARY PURPOSE:

The primary function of this role is to support the Environmental Health Section to protect and improve public and environmental health. To assist in achieving Council, Departmental and Section objectives, and performance standards in accordance with established procedures and policies.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Cadet Environmental Health Officer** reports to the **Senior Environmental Health Officer** for all operational and management matters.
- The role is a key contributor to the Environmental Health Team and will liaise with employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, residents, visitors, external Government agencies and non-government agencies and contractors to the City of Glenorchy.

### OUR VALUES:

#### We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

#### We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

#### Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

#### We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Environmental Health	<b>Assists in the provision of Environmental Health Services, including:</b> <ul style="list-style-type: none"><li>• Following procedures and instructions and completing tasks with a high degree of accuracy and efficiency.</li><li>• Assisting with Council's immunisation programs.</li><li>• Assisting with the Recreational Water Quality Program.</li><li>• Assisting in the development and compilation of the Public Health Report.</li><li>• Planning and organising own work to ensure compliance with Council policies and procedures.</li><li>• Ensuring all complaints and correspondence are actioned in compliance with performance requirements and Council's customer service guarantee.</li><li>• Assist in completing audits, inspections and reporting on public health risk activities audits, regulated systems, water carters, regulated systems, development applications, onsite wastewater and building applications.</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Promote the positive image of Council as a whole</li><li>• Ensure that a high standard of customer service is maintained to both internal and external customers</li><li>• Engage, listen to and act where appropriate on feedback from our customers</li><li>• Implement, evaluate and continuously improve quality systems and processes for the section</li></ul>
General	<ul style="list-style-type: none"><li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li><li>• Perform any other duties as directed</li></ul>
Organisational Responsibilities	<ul style="list-style-type: none"><li>• Support and adhere to Council's policies and procedures, code of conduct and relevant acts</li><li>• The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment</li></ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- Nil

**KEY SELECTION CRITERIA:**

1. Enrolment in or the ability to enrol in an approved course of study required for appointment as an Environmental Health Officer in Tasmania.
2. Awareness of current public and environmental health legislation, guidelines, Australian Standards, by-laws and codes of practice.
3. A commitment to quality customer service, including fostering a culture of customer service excellence.
4. Demonstrated ability to work as an effective team member in a small team.
5. Capacity to communicate, with a wide and diverse range of customers.
6. Well-developed time management and organisational skills that ensure the timely and effective delivery of services.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	