



Position Description – Environmental Health Officer

Division	Engaged Community
Portfolio	Community Health & Safety
Business Unit	Environmental Health
Level	5
Reports To	Coordinator Environmental Health
Prescribed Position	No

Objectives to the Position

To exercise the powers, duties and functions of Council as delegated to the Environmental Health Officer.

To undertake the preventative, proactive and legislative processes necessary to deliver high standards of public and environmental health.

Key Responsibilities

Under the instruction of the Coordinator Environmental Health;

- Undertake investigations and inspections to assess compliance with the Food Act, Public Health Act and other application legislation and implement appropriate actions to secure compliance where applicable.
- Ensure that departmental inspection schedules and target time frames are met.
- Follow appropriate investigation methods, including use of official notebooks to ensure accurate record keeping of investigations and inspections.
- Ensure accurate records and information are maintained and updated into Council systems and databases.
- Work within the Environmental Health Team Inspection Guidelines and other standard procedures.
- Actively contribute to the development and implementation of the Environmental Health Business plan.
- Provide accurate environmental health information and advice to staff, business people, other government organisations and the general public.

- Work within the Environmental Health Team Customer Service Standards and Councils Customer Experience Policy to achieve customer service excellence.
- Assist in project work and undertake other tasks as required for efficient and effective operation of the Department.
- Responsible for operating computers as required for data entry, reporting or communication purposes.
- Follow defined information management practices, policies and procedures for all records created and received.
- Positively contribute to our culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Key Personal Attributes

Skills

- Highly effective interpersonal skills with an ability to relate effectively to staff, elected members, business people, other government organisations and the general public.
- Effective investigation skills to carry out routine and complaint based regulatory work, including skills carrying out effective enforcement.
- Effective written and verbal communication skills.
- The ability to work under pressure.
- Demonstrated ability to research issues of public and environmental health significance with a view to implementing preventative and educational environmental health strategies.
- Ability to work in a team environment to achieve business unit and organisational objectives.
- Demonstrated self-motivation, initiative and innovation.
- Ability to resolve conflict effectively.
- Intermediate computing skills including knowledge of the Windows Explorer and Internet Explorer environments.
- Working knowledge of the Microsoft Office suite of desktop applications.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.

Knowledge

- Comprehensive knowledge of the Food Act, Regulations and Food Safety Standards.
- Comprehensive knowledge of the Public Health Act, associated Regulations, Policies and Guidelines.
- Comprehensive knowledge of the Supported Residential Facilities Act and Regulations.
- Comprehensive knowledge of the Local Government Act, Local Nuisance and Litter Control Act, Environment Protection Act and Environment Protection Water Quality Policy.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- A broad understanding of the Return to Work Act 2014 (SA) and employees' responsibility in particular.
- A working knowledge of Council software systems as required.
- Understanding and appreciation of the Charles Sturt community.

Experience

- Graduate or recent graduate of degree in Environmental Health.
- Experience in Local or State Government Environmental Health practice is highly desirable.

Qualifications & Requirements

• A tertiary qualification in Environmental Health that affords eligibility for appointment as an authorised officer pursuant to the South Australian Public Health Act 2011.	Essential
• Car Licence.	Essential
• Exemplar Global (formally RABQSA) certified as a Lead Auditor in Food Safety Management Systems is desirable.	Desirable