

POSITION DESCRIPTION

ENVIRONMENTAL HEALTH OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
• Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	• Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	• Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

The position is:

Position Title	Environmental Health Officer (EHO)		
Department & Section	Community Development, Community & Environmental Health		
Team	Environmental Health (EH)		
Reporting to	Environmental Health Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number		Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- Deliver education, compliance and enforcement services that protect and preserve public health and keep our community safe and healthy.

What does the position do?

- Undertake regulatory inspections of premises relating to food, swimming pools, high risk manufactured water systems, septic tanks, hair and beauty, skin penetration, and supported residential facilities ensuring compliance with legislative requirements, which requires regular travel within the local area and occasional work outside standard business hours, including evenings and weekends.
- Undertake appropriate enforcement action, including issuing notices, and orders, and initiating follow up action where necessary, in consultation with Senior EH Leaders.
- Identify and monitor community needs within the region and in conjunction with the Team Leader develop, coordinate and implement health programs that aim to prevent the spread of disease and improve public health within the community.
- Provide guidance to graduates and students, fostering their professional growth and development.
- Undertake food safety audits and provide reports to Council and SA Health in a timely manner.
- Responsible for undertaking complex investigations as an Authorised Officer under the South Australian Public Health Act, Local Nuisance and Litter Control Act, Food Act and other relative legislation in a timely manner.
- Provide expert technical advice to the public, Council employees and Council on EH matters.
- In consultation with SA Health, carry out specialised epidemiological investigations for reporting on infectious/notifiable diseases.
- Develop and review standard operating procedures, work instructions and/or other health related policies and guidelines in consultation with Team Leader.
- Responsible for leading and coordinating a key EH portfolio area, providing guidance and sharing learnings/insights with the broader EH Team.
- Organise the procurement of contractors in consultation with team leader and provide supervision of contractors to ensure the delivery of high-quality services in alignment with organisational standards and task requirements.
- Responsible for investigations, including evidence gathering, preparing high quality investigation plans, conducting interviews, taking statements and providing recommendations aligned to regulatory enforcement.
- Work under limited direction and exercise a degree of autonomy in planning, managing conflicting priorities and the delivery of KPI's.
- Work constructively and flexibly as part of a team with a focus on protecting our community from public health and environmental health risks.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Protects our community from public health risks, local nuisances and litter by promoting health and wellbeing.
- Supports Council to meet its statutory obligations under the relevant EH legislation.
- Use technical knowledge to proactively provide support and direction to businesses to ensure compliance with EH legislation.
- Contribute to a dedicated and highly motivated team with a clear vision while upholding a constructive and supportive approach.
- Utilise a systematic and scientific approach to the solution of EH matters.
- Use initiative and exercise professional judgement to streamline and improve processes.

The behaviours we expect the position to contribute to our workplace are:

- Communicates clearly, listens actively and shares information appropriately.
- Demonstrates a strong customer and community focus.
- Role models PAE's values, Code of Conduct and constructive workplace culture.
- Builds trusted and constructive relationships across the organisation and with volunteers and external stakeholders.
- Uses sound judgement, innovative thinking and informed decision making in a community-focused environment.
- Shows initiative, accountability and commitment in delivering agreed outcomes.
- Demonstrates a commitment to learning, personal development and continuous improvement.
- Adapts positively to change, new ideas and shifting priorities.

Qualifications for the position

- A relevant tertiary qualification in Environmental Health/Associate Diploma Environmental Health Studies, Bachelor of Applied Science (Environmental Health) or related field is essential.
- Meet the Ministers requirements for Authorisation under the South Australian Public Health Act (2011) is essential.
- Diploma of food auditing is desirable.
- Membership with Environmental Health Australia is desirable.
- White card and working at heights qualifications are desirable.
- Current Australian Drivers Licence is essential.

Experience

- Comprehensive experience within Local or State Government in an Environmental Health Role is desirable.
- Experience in Food Safety Programs, auditing and HACCP principles is desirable.
- Training and experience in applying Risk Management principles and processes is desirable.
- Experience in conflict resolution and negotiation skills is desirable.

Knowledge

- Comprehensive knowledge of legislation and associated regulations and policies and standards relevant to EH Practice.
- Ability to apply risk management principles and processes.
- High level of technical knowledge related to inspection, education and enforcement processes.
- Demonstrated knowledge and ability to research issues of public health significance with a view to implementing preventative and educational health strategies.
- Highly developed written and oral skills enabling clear report writing.

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- Knowledge of the responsibilities and inter-relationships of local authorities, industry, state and federal government and other environmental health and food agencies.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.