

ENVIRONMENTAL HEALTH OFFICER (Graduate)

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 We serve our community well • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	Grow & Improve We improve our work everyday • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	Better Together We collaborate & create to deliver meaningful outcomes • 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 (Graduate)		
Department & Section	Community Development, Community & Environmental Health		
Team	Environmental Health		
Reporting to	Environmental Health Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 3 (Graduate Progression)		
Position Number		Prescribed Position:	YES ☐ NO ☒

Graduate Progression

Progression to MOA Level 4 (Environmental Health Officer) subject to completion of degree, authorisation and demonstrated competency, reviewed after 12 months.

Authorisation: Subject to Ministerial approval, the graduate may be appointed as an authorised officer with limited powers while completing the required qualification. Statutory functions will be undertaken in accordance with the scope of the appointment, with supervision and support provided by an authorised officer where required.

How does this position contribute to our community?

As a graduate, your role is diverse and will build your experience in regulatory inspections, compliance and enforcement across a variety of specialties. With guidance and support from experienced officers, you will undertake routine inspection programs in food safety; legionella and high risk manufactured water systems; swimming pools; supported residential facilities and wastewater systems.

You will assist with investigations of public health matters and enforcement action, developing your skills and confidence over time. You will help implement a range of programs that support and promote a safe and healthy community, by working alongside our residents and businesses to develop innovative solutions aimed at behavioural change and improving standards across the food industry.

What does the position do?

- Under guidance, organise and undertake regulatory inspections of premises to ensure compliance with all legislation and associated regulations, policies and standards relevant to Environmental Health Practice, including Local Government Act, Council By-laws, Food Act, South Australian Public Health Act, Supported Residential Facilities Act, Environment Protection Act, Local Nuisance & Litter Control Act, Expiation of Offences Act and associated Regulations, Policies and Australian Standards.
- Assist with initiating appropriate enforcement action in accordance with Council policies and procedures where necessary and in consultation with the Environmental Health Leader.
- Promptly and accurately record, investigate and resolve customer requests pursuant to legislation and, with support, initiate the appropriate remedial action.
- Assist in identifying, developing and implementing health promotion programs that aim to prevent the spread of disease and improve public health within the community.
- Provide advice to the public, industry, other officers and Council on Environmental Health matters, seeking guidance from senior officers on complex matters, and exercise strong interpersonal skills.

- Assist in preparing reports to management and/or other authorities as necessary as a result of audits, investigations, surveillance conducted and legislative reports and contribute to recommendations.
- In consultation with SA Health, assist with epidemiological investigations for reporting on infectious/notifiable diseases.
- Respond to and assist with investigating local nuisance complaints (e.g. noise, odour, dust and vermin) under the Local Nuisance and Litter Control Act 2016.
- Collect samples (e.g. food, swimming pool water and legionella samples) for analysis and assist with interpreting results.
- Assist with assessing development applications referred to Environmental Health, including food premises fit-outs and onsite wastewater systems.
- Assist with managing cases involving hoarding, squalor and unsanitary conditions, working collaboratively with internal teams and external agencies.
- Deliver education and resources to food businesses and the community to encourage compliance and good public health practice.
- Maintain accurate inspection records, registers and correspondence in Council's systems to support legislative reporting requirements (e.g. annual Food Act reporting to SA Health).
- Support Council's response to public health emergencies and incidents (e.g. heatwaves, flooding and disease outbreaks) as directed.
- Contribute ideas and information to support the review of the section's strategic plan to ensure Council is meeting legislative requirements and the needs of the community.
- Actively participate in training, mentoring and on-the-job learning to develop the skills and competencies required to progress to a fully authorised Environmental Health Officer.

What outcomes does the position deliver?

- Regulated premises are inspected in line with risk-based programs and legislative frequencies.
- Customer requests and public health complaints are responded to accurately and within agreed service standards.
- Businesses and the community are well informed about their public health obligations, leading to improved compliance.
- Accurate records support Council's legislative reporting and enforcement decisions.
- The graduate progressively builds the skills and confidence to work independently as an authorised Environmental Health Officer.

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

- Relevant tertiary qualifications in Environmental Health/Associate Diploma - Environmental Health studies, Bachelor of Applied Science (Environmental Health) or related field (completed, or currently in the final year of study), and meet or be working

towards meeting the Minister's requirements for Authorisation under the South Australian Public Health Act 2011 (essential)

- Current South Australian drivers licence (essential).
- Willingness to work towards eligibility for certification with RABQSA and SA Health in food safety auditing (desirable).
- Membership (including student membership) of Environmental Health Australia (desirable).

Experience

- Exposure to Local Government environmental health practice through a placement or internship (desirable).
- Practical experience gained through university study, fieldwork or industry placements in environmental health or a related area.
- Some experience in applying Risk Management principles and processes in decision making, including through study or placement.

Knowledge

- Sound understanding of legislation and associated regulations and policies relevant to Environmental Health Practice including Local Government Act, Council By-laws, Food Act, South Australian Public Health Act, Supported Residential Facilities Act, Environment Protection Act, Local Nuisance & Litter Act, Expiation of Offences Act and associated Regulation, Policies and Australian Standards.
- Foundational technical knowledge related to inspection, education and enforcement processes.
- Understanding of Risk Management principles and processes.
- Ability to utilise a systematic and scientific approach to the solution of environmental health matters.
- Ability to research issues of public health significance to support preventative and educational health strategies.
- General knowledge of Local Government functions and responsibilities including the roles, services and functions provided by the Council.
- An understanding of the responsibilities and inter-relationships of local authorities, industry, state and federal government and other environmental health and food agencies.
- Well-developed written communication skills, including the ability to prepare reports, letters and notices.
- Ability to manage time and prioritise inspection and customer request workload.
- Proficiency in Microsoft Office and a willingness to learn Council's systems.

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.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

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.