

## POSITION DESCRIPTION

Position Title:	Environmental Health Technical Officer	Directorate:	Infrastructure & Works
Position Number:	100143	Department:	Development
Employment Status:	Part-Time	Section:	Environmental Health Services
Employment Type:	Fixed Term	Location:	Chambers
Classification:	Salary Point 7		
Reports to:	Senior Environmental Health Officer		

### PRIMARY PURPOSE:

The primary function of this role is to assist with Environmental Health services, including the provision of advice and making recommendations within the scope and relevant authority of the position.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

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

#### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, property owners and developers, food and industry operators, Government and statutory authorities, other local government organisations, business sector and peak bodies, visitors 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	<p>To assist the Environmental Health Services Section to meet Council's statutory obligations; through:</p> <ul style="list-style-type: none"> <li>• Recreational Water Quality <ul style="list-style-type: none"> <li>○ Undertake and complete sampling of all recreational water sources such as beaches, creeks, pools and other environmental sampling as required and recording relevant details of sampling.</li> <li>○ Assist in the review of recreational and environmental water sampling practices, including reviewing relevant legislation; and reviewing current procedures and drafting/proposing new procedures as required.</li> <li>○ Assisting in the development and compilation of the Recreational Water Quality Report for the Department of Health.</li> <li>○ Complete the requirements for the Recreational Water Quality Forecasting Project as required by the Derwent Estuary Program.</li> </ul> </li> <li>• Customer Requests <ul style="list-style-type: none"> <li>○ Investigate customer requests relevant to Environmental Health and report to the Senior Environmental Health Officer with findings, evidence, and any recommendations.</li> <li>○ Initiate and conduct investigations relating to alleged breaches, including the interviewing of complainants and witnesses as necessary and report such evidence in a manner which will facilitate lawful enforcement.</li> <li>○ Provide education, recommendations, and other advice to members of the public on matters relating to Environmental Health. <ul style="list-style-type: none"> <li>▪ Administer the provisions of the <i>Environmental Management and Pollution Control Act 1994</i>, <i>Public Health Act 1997</i>, <i>Local Government Act 1993</i>, and the <i>Litter Act 2007</i>.</li> </ul> </li> <li>○ Substantiate the onus of responsibility, apply procedural fairness, determine investigation outcomes, and make recommendations to</li> </ul> </li> </ul>

	<p>the Senior Environmental Health Officer and Coordinator Environmental Health.</p> <ul style="list-style-type: none"> <li>• Immunisation Program <ul style="list-style-type: none"> <li>○ Organise and coordinate the operation of the Council's approved program for immunisation in accordance with section 57 of the <i>Public Health Act 1997</i> which includes public, school based and staff immunisation clinics in a safe and effective manner.</li> <li>○ Provide immunisation advice and guidance to the public in accordance with the National Health and Medical Research Council's immunisation schedule, the Tasmanian Immunisation Schedule and on related matters as they arise.</li> <li>○ Manage all record keeping and retrievals association with immunisation consent form processing, collating all immunisation data and provide appropriate level of reporting to the Department of Health as required.</li> <li>○ Represent Council at relevant meetings coordinated by the Department of Health to plan, discuss and review programs and provide input into immunisation programming and planning for additional public or school-based clinics including mass vaccinations as required.</li> <li>○ Supervise the training and activities of any team member/s assigned to assist with the immunisation program, clinics or with the school-based program.</li> </ul> </li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Work efficiently, autonomously and as part of a team and use own discretion to make sound decisions within delegated authority.</li> <li>• Be adaptable and flexible and performance a high level in an environment subject to pressure, stress and changing work priorities.</li> <li>• Identifying and making recommendations to promote cross-department linkages within Council to assist in the effective coordination of environment and public health issues.</li> <li>• Assisting Environmental Health Officers and other section staff in the performance and completion of other roles and responsibilities of the Section in accordance with any reasonable direction and within the level of responsibility for the position.</li> <li>• Follow procedures, instructions and complete tasks with a high degree of accuracy and efficiency.</li> <li>• To be responsible for the planning and coordination of own work relevant to the roles and responsibilities of the Section and in accordance with any Council policies and procedures.</li> <li>• To ensure all correspondence and enforcement actions are actioned in compliance within performance requirements.</li> <li>• Attend Glenorchy Planning Authority Meetings and Council meetings and present issues for decision-making and provide professional advice as required.</li> </ul>
<b>Customer Service</b>	<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> </ul>

	<ul style="list-style-type: none"> <li>Implement, evaluate and continuously improve quality systems and processes for the section</li> </ul>
<b>General</b>	<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>
<b>Organisational Responsibilities</b>	<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:**


- Other specialist delegations relating to statutory obligations for this position is detailed as per Council's delegation and authorisation register

#### **KEY SELECTION CRITERIA:**

- Certificate III in Business Office Administration or equivalent
- Proven ability to quickly gain new skills and knowledge with reference to a public and environmental health regulatory environment
- Proven time management and organisational skills that ensures the timely and effective delivery of services and functions relevant to the roles and responsibilities of the position
- A commitment to quality customer service, including fostering a culture of customer service excellence
- Demonstrated communication, interpersonal and customer service skills to enable professional interaction with a range of stakeholders
- Sound problem-solving skills and the ability to resolve conflict with tact and diplomacy

#### **AUTHORISATION:**

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

<b>Manager Name:</b>	Paul Garnsey		
<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>	