

POSITION DESCRIPTION

Position Title:	Senior Environmental Health Officer	Directorate:	Infrastructure & Development
Position Number:	100145	Department:	Development
Employment Status:	Full-Time	Section:	Environmental Health
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point 15		
Reports to:	Coordinator Environmental Health Services		

PRIMARY PURPOSE:

The Senior Environmental Health Officer assists the Coordinator Environmental Health Services in the delivery of public and environmental health programs in the community to ensure that Council’s statutory obligations are satisfactorily met.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Senior Environmental Health Officer** reports to the **Coordinator Environmental Health Services** 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 general public, ratepayers, residents, 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
Statutory Public and Environmental Health Obligations	<p>To assist the Coordinator Environmental Health Services to meet Council's statutory obligations; through:</p> <ul style="list-style-type: none">• Undertaking the statutory functions of an Environmental Health Officer.• Assisting in the development and compilation of the Public Health Report.• Making recommendations and implementing enforcement action in compliance with statutory obligations, Council policies and procedures, and the principles of natural justice.• Working effectively across Council Section and Department areas to identify areas of improvement and make recommendations to promote cross-department linkages.• Monitoring current and emerging legislative requirements and evaluate their impact on Council.• Providing advice and make recommendations to Council on matters relevant to the operation of the Environmental Health Section.
Staff Management Responsibilities	<ul style="list-style-type: none">• Directly line manage the Environmental Health Technical Officer and any graduate Environmental Health Officers or Student/Cadet Environmental Health Officers that the Council may have from time to time.• Reporting to the Coordinator on the performance of staff within the Section in terms of operational abilities to meet Section and Departmental objectives.• Provide advice to the Coordinator on staff to ensure that they are developing, being recognised and meeting the requirements of the GCC performance management system.• Ensure all direct reports have adequate succession planning with appropriate documentation in place.• Manage day-to-day activities of the section staff including the allocation of tasks to ensure appropriate outcomes are met in a timely and customer focussed manner.

Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts • 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

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:

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KEY SELECTION CRITERIA:

1. Bachelor of Health Science (Environmental Health) or equivalent qualifications to the satisfaction of the Tasmanian Director of Public Health and a minimum of three years' experience as an Environmental Health Officer.
2. Comprehensive knowledge of environmental and public health legislation and standards and a demonstrated ability to develop and implement policies and procedures to meet statutory obligations.
3. Competent assessment of food premises, environmental pollutants, nuisances, wastewater treatment installations, and other relevant areas to environmental and public health.
4. Experience in overseeing and/or managing the daily work activities of other members of the same profession.
5. A commitment to quality customer service, including fostering a culture of customer service excellence.
6. Excellent communication skills, including the ability to prepare professional reports and make authoritative verbal presentations.

AUTHORISATION:

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

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

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

Employee Name:			
Employee Signature:		Date:	