

POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY

1. JOB IDENTIFICATION:

Title of Position: ENVIRONMENTAL HEALTH OFFICER

Business Unit: DEVELOPMENT AND REGULATORY

Reports to: TEAM LEADER BUILDING & ENVIRONMENTAL HEALTH

Classification: LEVEL 5

2. POSITION OBJECTIVES:

The Environmental Health Officer will work closely with the Team Leader Building and Health and Senior Environmental Health Officer to deliver advice and customer service in relation to the administration of relevant legislation including the:

- *South Australian Public Health Act 2011*
- *Food Act 2001*
- *Environmental Protection Act 1993*
- *Supported Residential Facilities Act 1992*
- *Local Government Act 1999*
- *Local Nuisance and Litter Control Act 2016*


The role will help to create, maintain and facilitate an environment and community awareness that preserves and enhances the public health, welfare and amenity of the community by ensuring that relevant statutory requirements are met and community education and awareness programs are delivered.

3. KEY RESPONSIBILITIES:

While working under general supervision from the Team Leader Building and Health and exercising a degree of autonomy and professional judgement:

- Undertake inspections of food premises and events regarding proper standards of hygiene in relation to the manufacture, distribution and storage of food.
- Undertake health premise inspections to ensure safe, hygienic, and sanitary practices are being observed in line with guidelines.
- Undertake investigations into nuisance matters raised under the *Local Nuisance and Litter Control Act 2016*.
- Undertake food safety program audits of vulnerable population facilities.
- Undertake inspections and audits of high risk manufactured water systems.
- Support the Senior Environmental Health Officer with squalor and hoarding cases, meeting legislative requirements and timeframes whilst facilitating the best possible outcomes for the community.
- Facilitate food safety training and other community awareness programs regarding relevant environmental health information and initiatives.



- 
- Appraise plans for food premise, non-residential and large residential developments for hygiene and sanitation standards, including food safety plans.
 - Undertake regular water quality assessments of public swimming pools and spas.
 - Provide high-level customer support in line with the organisational customer service expectations and standards.
 - Provide excellent written and verbal communication that is timely and of a high standard to ensure clear messaging.
 - Achieve outcomes, service levels and targets as agreed with the Team Leader in relation to environmental health tasks.
 - Collaborate with the Team Leader Building and Health to deliver opportunities for continuous improvement to develop working efficiencies aimed at enhanced customer outcomes.
 - Demonstrate the City of Unley values when working with others and the community.
 - Comply with the City of Unley's Records Management Policy, procedures and practices for all records created and received.
 - Work outside core business hours as required
 - Undertake other duties associated with the position as required.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.








EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

ORGANISATIONAL VALUES

Actively support and contribute to the City of Unley's organisational values

	<ul style="list-style-type: none"> • Pursue Excellence – we strive for the best in all that we do
	<ul style="list-style-type: none"> • Achieve Together – we deliver results by working together across all of Council
	<ul style="list-style-type: none"> • Demonstrate Integrity – we do the right thing at all times
	<ul style="list-style-type: none"> • Customer First – we understand and deliver on customer expectations
	<ul style="list-style-type: none"> • Be Progressive – we think outside the box to innovate and improve

NOTE: Appointment to this position is subject to successful completion of a pre-employment medical assessment.

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Bachelor of Science (Environmental Health) or equivalent.
- Requisite qualifications to enable appointment under the various legislation.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

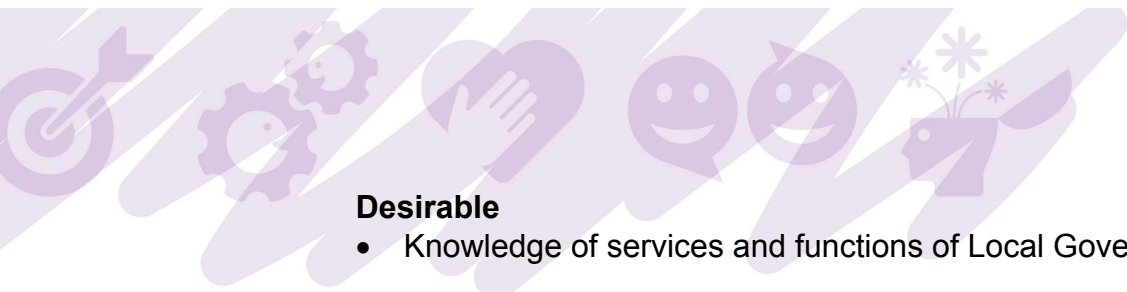
Desirable

- Driver's Licence – 'C' Class.
- Experience in Local Government.
- Food safety auditor accreditation
- Experience in working in a highly political/controversial environment and demonstrated experience in engaging with key stakeholders.

b) Knowledge

Essential

- A detailed knowledge of the SA Public Health Act, Supported Residential Facilities Act, Food Act, Environmental Protection Act, Housing Improvement Act, Local Nuisance and Litter Control Act, Local Government Act and other relevant legislation, policies and procedures.
- Knowledge of food safety program auditing.



Desirable

- Knowledge of services and functions of Local Government.

c) Skills

Essential

- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies.
- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes, particularly when faced with resistance.
- High-level negotiation and advocacy skills.
- Highly developed interpersonal skills to foster positive working relationships and collaboration and the ability to consult, negotiate and communicate with all levels of staff, Elected Members, government agencies, suppliers and the community
- Superior written and verbal communication skills and ability to review and edit reports for clarity, accuracy and context.
- Sound conflict resolution and negotiation skills and the ability to manage and diffuse situations with a high degree of emotion.
- Effective organisation and time management skills.


d) Personal Attributes

Essential

- A fit for the preferred culture aligning with the Human Synergistics constructive culture styles: Achievement; Self-Actualising; Humanistic; Encouraging and Affiliative.
- A high degree of personal integrity, reliability and expertise with the environmental health area.
- Highly accountable and accepting of responsibility.
- Highly adaptive and responsive to change.
- A high level of empathy and approachability with an openness to consider other points of view.
- An optimistic disposition, with a good ability to see “the whole picture”, consider options and determine effective solutions that aim to achieve good outcomes for all.
- An ability to work with people from a wide range of diverse backgrounds and disciplines.
- Flexibility, adaptability and versatility of approach to handle changing customer service needs
- Positive attitude towards assisting customers
- A commitment to ongoing professional development and continuous learning.



By signing this position description the employee and the employee’s manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

 Incumbent:

Date:
Position Description – Environmental Health Officer
Page 4 of 5
Updated: July 2022



Manager:

Date:

