



## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Environmental Health Officer	<b>Level</b>	6
<b>Business Unit</b>	Regulatory Services	<b>Position Number</b>	00135, 00136, 00137, 00138, 0139, 00140, 00142, 00143, 01152
<b>Directorate</b>	Planning & Community Development	<b>Date Established</b>	June 2008
<b>Reporting to</b>	Principal Environmental Health Officer	<b>Date Updated</b>	July 2024

### 2. KEY OBJECTIVES

- Administer the requirements of all relevant legislation in the provision of an efficient and effective environmental health service for the City.
- Provide professional environmental health advice and programs to the general community, other government agencies, consultants and City employees.

### 3. KEY ACCOUNTABILITIES

- Provide accurate and timely advice, information and recommendations/decisions in accordance with the City's protocols, procedures and relevant legislation.
- Environmental health inspections and other activities are carried out in accordance with relevant legislation and within City protocols, policies, procedures and relevant plans.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with WSH legislation, City protocols, procedures and other WSH related requirements, and actively support the City safety systems.

#### 4. **KEY ACTIVITIES**

<b>ACTIVITIES</b>
<p><b>Outcome: Statutory Enforcement</b></p> <ul style="list-style-type: none"><li>• Provide an investigative, advisory and monitoring service to residents and undertake enforcement activities relating to environmental health legislation and issues.</li><li>• Responsible for decision making within a designated work area and the provision of expert advice over a wide range of environmental health issues for residents and other stakeholders.</li><li>• Prepare and serve Health Notices, Environmental Protection Notices, Food Act Notices and Infringement Notices.</li><li>• Compile and prepare evidence reports for prosecution, and provide evidence in court or the State Administrative Tribunal.</li><li>• Process environmental health applications.</li><li>• Interpret and provide advice on specialised reports including acoustic reports and food auditor reports.</li></ul>
<p><b>Outcome: Program Co-ordination</b></p> <ul style="list-style-type: none"><li>• Represent, consult with and negotiate on matters of significance with other local government and state bodies and members of the public, on working groups and networks related to environmental health.</li><li>• Work independently on programs requiring provision of specialist knowledge.</li><li>• Monitor programs so they are within the Health and Environmental Services budgetary constraints.</li><li>• Undertake monitoring programs relating to inspections of premises to identify environmental health risks.</li><li>• Carry out food and water sampling programs, to identify risks to public health.</li><li>• Conduct monitoring programs for vectors of disease.</li><li>• Assist in the preparation of the sub-unit budget as required.</li></ul>
<p><b>Outcome: Environmental Health Administration</b></p> <ul style="list-style-type: none"><li>• Provide reports and correspondence pertaining to regulatory requirements and organisational objectives.</li><li>• Contribute to the development of and amendments to policy, procedures, business plans and key performance indicators within the unit.</li><li>• Liaise and co-ordinate with other work teams for various approvals and permits.</li><li>• Participate in and contribute to all environmental health processes and activities including documenting and recording activities.</li><li>• Liaise and consult with internal and external customers to ensure the development and maintenance of effective customer relations.</li><li>• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.</li></ul>

## 5. WORK RELATED REQUIREMENTS

### **Essential Skills, Knowledge, Experience and Qualifications:**

#### **High Level Skills:**

- Ability to interpret and apply environmental health legislation, policy and procedures.
- Ability to provide expert advice on a wide range of environmental health issues.
- Decision making and problem solving skills
- Negotiation and conflict resolution skills.
- Written and verbal communication skills.
- Time management and organisational skills.
- Customer service skills.
- Computer literacy/keyboard skills including the Microsoft suite of programs (Word, Excel, PowerPoint, Outlook, etc).

#### **Sound Knowledge:**

- Over a broad spectrum of environmental health issues.
- Statutory requirements relevant to environmental health including but not limited to the *Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Food Act 2008, Environmental Protection Act 1986, Australia New Zealand Food Standards Code* and relevant regulations and local laws.
- Structure and function of Local, State and Commonwealth governments in relation to environmental health issues.
- Working knowledge of the *Building Code of Australia, Local Government Act 1995*, town planning schemes and the approvals process and the ability to apply relevant local laws and policies.

#### **Demonstrated Experience:**

- In environmental health.
- In the management and co-ordination of environmental health programs.

#### **Qualifications/Clearances:**

- Qualifications approved by the Chief Health Officer under section 18 of the *Public Health Act 2016*.
- Authorised person and inspector under Section 87 and 88 of the *Environmental Protection Act 1986*.
- Current WA 'C' Class Driver's Licence.

## 6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available for complex matters.
- Establishes work priorities and monitors workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- Required to exercise judgment and initiative where procedures/practices/direction are not clearly defined.

## 7. **WORKING RELATIONSHIPS**

### **Level of Supervision:**

- Works under general direction.

### **Internal:**

- Planning and Community Development Directorate
- Infrastructure Management Services
- Ranger Services subunit
- Records Co-ordinator
- Customer Services subunit

### **External:**

- General public
- Government departments and agencies
- Community groups
- Non for profit organisations
- City's legal advisers
- Other local government

## 8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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