



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

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

ACTIVITIES

Outcome: Statutory Enforcement

- Provide an investigative, advisory and monitoring service to residents and undertake enforcement activities relating to environmental health legislation and issues.
- 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.
- Prepare and serve Health Notices, Environmental Protection Notices, Food Act Notices and Infringement Notices.
- Compile and prepare evidence reports for prosecution, and provide evidence in court or the State Administrative Tribunal.
- Process environmental health applications.
- Interpret and provide advice on specialised reports including acoustic reports and food auditor reports.

Outcome: Program Co-ordination

- 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.
- Work independently on programs requiring provision of specialist knowledge.
- Monitor programs so they are within the Health and Environmental Services budgetary constraints.
- Undertake monitoring programs relating to inspections of premises to identify environmental health risks.
- Carry out food and water sampling programs, to identify risks to public health.
- Conduct monitoring programs for vectors of disease.
- Assist in the preparation of the sub-unit budget as required.

Outcome: Environmental Health Administration

- Provide reports and correspondence pertaining to regulatory requirements and organisational objectives.
- Contribute to the development of and amendments to policy, procedures, business plans and key performance indicators within the unit.
- Liaise and co-ordinate with other work teams for various approvals and permits.
- Participate in and contribute to all environmental health processes and activities including documenting and recording activities.
- Liaise and consult with internal and external customers to ensure the development and maintenance of effective customer relations.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

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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