



POSITION DESCRIPTION

Position Title	Environmental Health Officer	
Directorate	Development and Recreation	
Service Area	Regulatory Services	
Service Unit	Environmental Health & Building Regulation	
Responsible to	Team Leader Environmental Health	
Position Supervises	Nil	
Position No.	TBA	
Status	Permanent full time	
Hours	Based on 35 hours per week	
Salary Point	46 to 59	
Salary	\$85,515 pa to \$100,042 pa	Band/Level: 3/2
Allowances	Access to an Inner West Council car allowance scheme	
Motor Vehicle	N/A	
Pre-employment Checks	Police Check	
Date reviewed: August 2020	Reviewed by: Senior Manager Regulatory Services	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Reporting to the Team Leader Environmental Health, you will:

- Support the Team Leader to achieve the Strategic Community & Operation Plan deliverables
- Undertake proactive audits and inspections in accordance with Council's food safety, public health and environmental protection programs, ensuring all works including research, field inspections and taking appropriate regulatory enforcement is conducted to a high standard
- Undertake all work in a manner that is consistent with legislation and in the public interest

In undertaking the above functions, all position holders are to ensure 'Key Duties, Accountabilities & Responsibilities' detailed below are undertaken and achieved

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Appropriate tertiary qualifications in a relevant field such as environmental health, environmental science or equivalent
2. Knowledge of and capacity to implement a legislative and regulatory framework relevant to the work of the team including, but not limited to the *Local Government Act 1993; Food Act 2003; Public Health Act 2010; Boarding Houses Act 2012; Protection of the Environment Operations Act 1997; Contaminated Lands Act 1997 and relevant sections of the National Construction Code (Building Code of Australia) and Australian Standards*
3. Knowledge and ability to follow strict procedures associated with regulatory investigations and audits
4. Ability to read and interpret current relevant plans, development documentation, Acts, regulations, policies and procedures.
5. Written communication and interpersonal skills, including demonstrated conflict resolution, consultation and negotiation skills
6. Knowledge and ability to appear in Court
7. High level, competent computer literacy and records management skills
8. Understanding of change and quality management principles
9. Demonstrated behaviour consistent with Council's Values of Flexibility, Integrity, Respect & the Spirit of Team
10. Class C Driver's Licence
11. Knowledge and understanding with a commitment to implement EEO, Ethical Practice & WH&S principles.

DESIRABLE

1. Experience working for Local Government.
2. Understanding of the complexity of Local Government, in particular the social, political and legal frameworks within which it operates
3. Understanding of, or experience with the Australian Business Excellence framework or similar

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

General

- Undertake operational activities ensuring the 'Position Purpose' is achieved
- Ensure that Council provides best practice food safety, public health and environmental protection services
- Undertake functions associated with Council's food safety, public health and environmental protection programs which includes (but not limited to) the following:
 - Food Safety and Public Health programs for the Inner West LGA in line with legislative responsibilities and Council's Strategic Community & Operations Plan
 - A proactive Environmental Audit Program for the Inner West LGA that includes:
 - An educative proactive inspection program to promote best environmental practices
 - Water sampling of creek lines
 - Vapour recovery at service stations program when transferred from the NSW EPA to Council
 - Where required, develop positive environmental education and awareness programs in consultation with Council's Business Improvement & Education Officer and other organisations
 - Responding to customer enquiries and requests for service
 - Attend meetings with State government bodies including Food Authority, NSW Health Public Health and EPA
- As required, provide advice / referral responses for Development Applications
- Undertake community education in relation to food safety, public health and environmental protection related matters
- Undertake other duties as directed by your Team Leader

Regulation

- Implement a legislative and regulatory framework relevant to the work of the team
- Undertake proactive audits and inspections in accordance with Council policy, guidelines and programs, ensuring all work undertaken including research, field inspections and appropriate regulatory action is conducted to a high standard
- Ensure strict procedures compliant with legislation and Council policy are followed when undertaking regulatory investigations and audits
- Ensure all reports, notices, orders and correspondence are adequate to withstand scrutiny and are logical, concise and grammatically correct
- Ensure all investigations and decisions are fair, balanced reasonable and recorded in Council's records systems
- Address legislative breaches and threats to life, environment or property through the use of education and appropriate regulatory tools in accordance with legislation, Council policy / guidelines

Communication

- Ensure you maintain high level communication, mediation and negotiation skills in particular:
- Liaise with other staff and teams to establish effective working relations and find integrated solutions to issues
- Successfully present a reasoned and logical argument on all investigations, advice provided and courses of action / no action taken
- Attend and actively participate in team meetings
- Attend and actively participate in one-on-one meetings with your supervisor
- Attend and actively participate in performance reviews
- Attendance at Council, Industry, Committee or Community meetings as required by the Manager is undertaken

Customer Service

- Develop and personally maintain a strong customer service focus in all dealings with internal and external customers
- Ensure that enquiries and complaints are dealt with according Council's policy and guidelines

Operational Effectiveness and Process Improvement

- Continuously review processes and procedures and make recommendations to improve Council's performance

Teamwork

- Ensure completion of all required duties within scheduled time frames
- Develop skills to permit coverage of all team functions, especially during periods of staff absence
- Ensure a workplace that is free of discrimination, harassment and bullying behaviours and where conflict is resolved productively
- Participate performance reviews in accordance with Council's policy and guidelines
- Participate in the development, implementation, review and maintenance of systems and procedures
- Ensure that the Team Leader is informed of any issue which may affect staff, the community and/ or service delivery
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas

AUTHORITY TO ACT:

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, delegations, corporate policies and procedures.

KEY RELATIONSHIPS:

Internal: Key internal contact include development assessments, environmental services, planning services, citizen services records, IT, administrative services employee services, finance, community services, legal services and Council's Management Team

External: Ongoing external contacts include State Government agencies, professional associations, special interest groups, other Councils, citizens, citizen organisations, Commercial and industrial landholders and occupiers

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council’s policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, _____ have read and understood the position description for the **Environmental Health Officer** as detailed in this document.

Signature:

Date: / /