



# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Environmental Health Officer	
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 6	
<b>DEPARTMENT</b>	<b>DIVISION</b>
Environmental Health Unit	Development and Growth
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement no. 9 2023	Phoenix Building

## Position Objectives

As part of the Environmental Health team, be responsible for providing an efficient program of public and environmental health services with an emphasis on creating an environment that protects public and environmental health while delivering on Council’s statutory responsibilities.

To maintain environmental health standards through planning, monitoring, investigating, preventing and minimising environmental hazards that impact on health and wellbeing.

Fulfilling the statutory requirements of the Local Government Act, Public Health & Wellbeing Act, Food Act, Tobacco Act, Environment Protection Act and Residential Tenancy Act.

Actively participate in response and recovery arrangements in Council’s Emergency Management role.

Assist in the development and delivery of environmental health programs.

As part of the Environmental Health team, provide the best possible environment to enhance and promote Council’s and the team’s business plan.

## Key Responsibility Areas

To participate in the planning and implementation of Council’s Environmental Health programs including:

- Health planning;
- Food safety management;
- Food Act 1984, PHWA 2008, Tobacco Act 1987, RTA 1997, EPA 2017;
- Aquatic facility water monitoring;
- Wastewater management;
- Nuisance prevention and control;
- Emergency management;
- Infectious disease management; and
- Tobacco control.

Provide support to the community and other Council staff as required.

Conduct investigations and prepare reports as directed by the Coordinator Environmental Health.

Liaise with, provide professional advice and assist in the activities of other agencies and Council business units whose work has an impact on public health.

Take a proactive approach in maintaining team knowledge & awareness of policies & protocols in respect to Environmental Health practice.



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Participate in the delivery of emergency management, after hours, and contract health services to Ballarat and adjoining communities, as required. Participation on the afterhours Environmental Health emergency roster is a requirement.

Undertake evidence gathering and develop prosecution briefs on behalf of Council as and when required.

From a Health & Safety perspective the City of Ballarat requires the following:

### All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Coordinator Environmental Health	
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
Employees of the City of Ballarat	Including but not limited to: <ul style="list-style-type: none"> <li>• General public and community groups,</li> <li>• Department of Health,</li> <li>• Local Public Health Unit,</li> <li>• State and Federal Government Departments,</li> <li>• Other Municipalities,</li> <li>• Municipal Association of Victoria,</li> <li>• Registered businesses,</li> <li>• Analytical Laboratories,</li> <li>• Central Highlands Water Authority,</li> <li>• Building Surveyors,</li> <li>• Developers, builders and their contractors,</li> <li>• Registered training organisations,</li> <li>• Legal practitioners,</li> <li>• Auditors.</li> </ul>

### Accountability and Extent of Authority

The incumbent will be accountable to the Coordinator Environmental Health to ensure that all actions and advice are in accordance with Council policies and statutory roles and responsibilities.

Under the general direction of the Coordinator Environmental Health, the incumbent will manage public and environmental health issues in the community through the judicious application of Orders, Notices and Directions as appropriate to relevant Acts.

The incumbent will ensure all duties/activities are undertaken in a professional and appropriate manner including those as an authorised officer of Council.

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The incumbent will be responsible for operating in accordance with Council policies and delegated authority.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## Judgement and Decision Making

Must be able to apply and use professional knowledge to solve problems in the role of Environmental Health Officer and within the objectives and policies of Council and relevant Acts.

Must be able to apply risk management principles while in the field and use initiative and common sense in making judgements and offering solutions to problems.

Must be able to interpret and practicably apply relevant legislation and policies.

Must be able to make sound decisions considering the circumstances, desired outcomes and any anticipated consequences.

Must utilise discretion in a manner that takes into proper consideration, the facts and the law relating to the particular matter.

## Specialist Skills and Knowledge

Be in possession (or near completion) of the required statutory qualification necessary for appointment as an Environmental Health Officer under the Public Health and Wellbeing Act 2008.

Have a sound understanding of all relevant legislation and its application (including the Public Health & Wellbeing Act, Food Act, Tobacco Act, Residential Tenancies Act, Environment Protection Act and associated Regulations and Australian Standards).

Possess an ability to operate technical equipment and/or interpret technical results used in:

- food sampling (microbiological, chemical, physical, allergens);
- pool and water quality testing; and soil analysis.
- field survey work;

Possess a sound understanding of governance as it relates to the authority and responsibility of an Authorised Officer.

## Management Skills

Must be self-starter, able to work both independently and as an integral member of a team.

Demonstrate ability to empower team members through effective peer leadership to achieve day to day service provision and long-term position description objectives.

Must be self-motivating, innovative, pragmatic and accepting of change.

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Ability to manage work, set priorities and achieve objectives within desired time frames.

## **Interpersonal Skills**

Must possess well developed conflict prevention and resolution skills.

Must possess excellent written and verbal communication skills and be able to draw on them during difficult and stressful situations.

Must be patient and tactful in interactions with the community, Council staff and external agencies.

Possess an ability to relate to people of all socio economic and cultural levels and engage them in a cooperative, reasonable and genuine manner.

Must consistently work in, and contribute to, team development activities and strategic goals.

Must accept responsibility for the development, implementation and management of special projects as required.

Must represent the City of Ballarat favourably to the community through professional standards of personal presentation and practice, as well as the provision of advice and service in accordance with Council's policies and standards.

## **Qualifications and Experience**

Bachelor of Health Science or equivalent gazetted qualification necessary for appointment as Environmental Health Officer under the Public Health & Wellbeing Act 2008.

Experience as an Environmental Health Officer or relevant regulatory role in local or state government setting would be highly regarded.

Current Driver's Licence.

## **SELECTION CRITERIA**

- Hold a Bachelor of Health Science or equivalent gazetted qualification necessary for appointment as Environmental Health Officer under the Public Health and Wellbeing Act 2008.
- Demonstrated knowledge and experience applying relevant legislation to undertake Environmental Health duties.
- Proven ability to employ good judgement and effectively utilise discretion in a regulatory environment.
- Possess excellent written and verbal communications skills with the ability to effectively engage with a variety of stakeholders.
- Proven strong negotiation and conflict resolution skills.
- Self-starter with a proven ability to prioritise workload and effectively work within a team environment.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

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- Preparedness to work after hours in emergency situations and be part of the team’s emergency oncall roster on a periodic basis, and
- possess a current driver’s licence.

## City of Ballarat Core Values

<p><b>We are honest and transparent</b></p>  <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p>  <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p>  <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p>  <ul style="list-style-type: none"> <li>• We seek to understand our community’s needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p>  <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

### ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:	Signature:	Date:
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