

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Environmental Health Officer	1396
CLASSIFICATION	LOCATION
Band 6	Phoenix Building
DEPARTMENT	DIVISION
Environmental Health	Development and Growth
Ballarat City Council Enterprise Agreement No. 8, 2019.	

Position Objectives

The Environmental Health Unit forms a part of the Regulatory Services Department within the Development and Growth Division. The Environmental Health team seeks to protect, promote and enhance the public health and wellbeing of the community through the delivery of efficient programs that minimise the risk to public health, and delivers on the statutory functions of Local Government in Victoria.

The key areas of focus for the team are on the prevention of infectious disease; the sale of safe and suitable food; maintaining minimum standards within the accommodation, body art and beauty industries; prevention and control of public health hazards; and enhancing the wellbeing of the community through targeted health and education programs.

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 program including:

- Health planning
- Food safety management
- Prescribed premises and accommodation management
- Aquatic facility water monitoring
- Wastewater management
- Nuisance prevention and control
- Emergency management
- Infectious disease management
- Tobacco control

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

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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.

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.

REPORTS TO:

Coordinator Environmental Health

DIRECT REPORTS:

ORGANISATIONAL RELATIONSHIPS

Internal: Employees of the City of Ballarat

External: General public and community groups
Department of Health and Human Services, State and Federal Government
Departments
Other Municipalities
Municipal Association of Victoria
Registered business proprietors
Analytical Laboratories
Central Highlands Water Authority
Building Surveyors
Developers, builders and their contractors
Registered training organisations
Legal Practitioners
Auditors

ORGANISATIONAL RELATIONSHIPS

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.

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- The incumbent will ensure all duties/activities are undertaken in a professional and appropriate manner including those as an authorised officer of Council.
- The incumbent will be responsible for operating in accordance with Council policies and delegated authority.

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.
- 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 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

- Must be in possession of the required statutory qualification.
- Have a sound understanding of all relevant legislation (including Public Health & Wellbeing Act, Food Act, Tobacco Act, Residential Tenancies Act, Environmental Protection Act and associated Regulations and Australian Standards).
- Possess an ability to operate technical equipment, such as that used in:
field survey work
food and/or microbiological sampling; pool and water testing; and soil analysis.
- 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.
- Ability to manage work, set priorities and achieve objectives within desired time frames.

Interpersonal skills

- Must possess well developed conflict prevention and resolution skills.

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- 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 community and Council staff.
- Possess 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.
- 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 the 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 Drivers Licence.

SELECTION CRITERIA

- Hold a Bachelor of Health Science or equivalent gazetted qualification necessary for the 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.
- Demonstrated 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 and in emergency situations on a roster basis and possess a current drivers licence.