



Position Description

A. POSITION PROFILE

Environmental Health Officer

Position Occupant:

Vacant

Position Evaluation:

Award: Band 3 Level 2

Salary System Grade: 15

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
Permanent Full-time*

Additional Benefits:

*Nine Day Fortnight
Motor vehicle lease back*

Department:

Corporate, Community & Development

Section/Group:

Sustainable Development

Location:

Cootamundra Gundagai

Direct Supervisor:**Number of Staff Supervised by this position:**

Nil

B. STATEMENT OF FUNCTION

This position is responsible for the administration of all statutory obligations of the Cootamundra-Gundagai Regional Council pursuant to the Local Government Act, Environmental Planning and Assessment Act, Protection of the Environment Operations Act, Public Health Act, Food Act and Council's policies and procedures.

C. KEY RESPONSIBILITIES

1. Ensures the relevant statutes, Council objectives and policies are satisfied and enforced when performing inspections and evaluating other matters associated with environmental and public health regulation and compliance.
2. Ensures public compliance with the Environmental Planning & Assessment Act, Food Act, Public Health Act, Impounding Act, Protection of the Environment Operations Act, Local Government Act.
3. Research, analyse and interpret relevant legislation, codes, policies, procedures and apply them in a practical context.
4. Ensure customer enquiries and complaint management are handled professionally, in a courteous and efficient manner at all times.
5. Undertake all environmental health functions appropriate to level of experience and qualifications.
6. Undertake food complaints investigation and premises inspections and other health related regulatory activities as required by Council.
7. Maintain a current knowledge of industry developments, practice and statutory responsibilities.

C. DUTIES

1. Undertake regular inspections of all food premises, vans and temporary food stalls operating within the Local Government Area and maintain Council's Food Premises Register, attend regional Food Group meetings and complete annual Food Authority Reports.
2. Ensure compliance with relevant public health legislation, undertake regular routine inspections of skin penetration premises, public swimming pools, cooling towers, warm water systems and places of shared accommodation.
3. Undertake regular drinking water samples from Council's reticulated water supplies and maintain NSW drinking water database.
4. Regularly attend regional Public Health Liaison meetings and provide information and advice to Council and the community. Design, develop and/or coordinate environmental health promotional and education programs within the community.
5. Support Council's legislative responsibilities in regard to annual reporting, including research and monitoring of environmental factors.
6. Inspect on site sewerage management systems and liquid trade waste devices to ensure compliance with relevant health regulations and Council policies.
7. Assist with the development of environmental planning policies, strategies and codes of practice.
8. Prepare policy documents, guidelines, reports and correspondence.
9. Gather evidence and relevant information for recommendations on legal proceedings and represent Council in court when required. Serve appropriate rectification orders and notices in consultation with the Manager pursuant to the Local Government Act and Regulations, Protection of the Environment Operations Act and Regulations, Public Health Act, Food Act, Environmental Planning and Assessment Act and Regulations where any non-compliance has been observed, as required.
10. Assist in the assessment of environmental/health issues associated with proposed development and subdivision applications and engineering works programs. Monitor the environmental impacts of development activities.
11. Respond to environmental pollution incidents and complaints of potential pollution incidents. Where necessary conduct investigations into such incidents, gather evidence and recommend appropriate course of regulatory action for clean up and/or remediation.
12. Promote the image of Council as an effective and efficient organization by maintaining good public relations.
13. Follow Council's WHS policy, risk management procedures and return to work procedures following an injury at all times. Be a good role model for other employees in the matters of WHS.
14. Carry out any other duties that are within the limits of the employees' skill, competence and training that may be assigned by the Director from time to time.

E. ESSENTIAL CRITERIA

1. Tertiary qualifications, preferably a degree in Environmental Health, Environmental Management, Environmental Science or a related field.
2. Working knowledge of legislation applicable to this position including but not limited to the Public Health Act, Food Act, Protection of the Environment Operations Act, Environmental Planning and Assessment Act and the Local Government Act, together with the ability to accurately interpret and apply legislation and the issuing of notices, orders and infringement notices.
3. Demonstrated interpersonal skills, including the ability to work effectively with staff in a multidisciplinary team environment.
4. Demonstrated time management skills, including the ability to organise diverse workloads to meet agreed service standards and deadlines, self-motivation and the ability to work with a minimum of supervision.
5. Demonstrated keyboarding and computer skills.
6. Current Australian driver's licence Class C (car).
7. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. A minimum of two years' experience in Local Government post-graduation.
2. Experience in project management and grant administration.
3. Demonstrated experience in community consultation processes.
4. Proven ability to research and investigate matters in a methodical manner and the ability to present clear and concise reports on diverse issues.