

Position Title	Environmental Health Officer
Department	Planning
Unit	Regulatory Services
Team	Environmental Health
Supervises	
Reports To	Team Leader Public Health & Environment
Grade Range	G
Date Prepared	6/03/2024
Date Last Updated	6/03/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The principle role of this position is to be responsible for the implementation of Council's responsibilities for the monitoring and regulation of Council's Food and Health premises activities for public health and safety, in accordance with the Local Government Act, the Food Act, the Public Health Act, The Protection of the Environment operations Act, Boarding House Act and Contaminated Land Management Act.

This position is part of the Planning Department with Canterbury Bankstown Council and the position reports directly to the Team Leader Public Health & Environment.

Accountabilities



- Carry out routine inspections, respond to customer requests, investigate matters relating to public health and take all necessary action
- Assess and provide advice on Development Applications
- Inspect/regulate, educate and prosecute Food Premises (including mobile and temporary)
- Develop policy, emergency responses and educate (i.e. skin pen, legionella, etc.) regulated premises, including but not limited to skin penetration, hairdressers, beauty salons, mortuaries, brothels, public swimming pools, cooling towers, boarding houses.
- Work through public health and/or safety matters, environmental issues, contaminated land management and major pollution incidents.
- Ensure Council's activities/actions comply with the relevant legislation.
- Assist in the development and implementation of Council's best practice and procedures relevant to the management and regulation of contaminated land and underground petroleum storage systems.
- Assist with the assessment of Development Applications with respect to contaminated land/environmental management matters.
- Provide contaminated land/environmental management advice to other departments of Council.
- Liaise with and report to relevant stakeholder such as State Government Departments e.g. Office of Environment and Heritage, environmental consultancies, NSW Food Authority and community groups.
- Attend and represent Council at various formal meetings such as community meetings, Joint Regional Planning Panel sessions and meetings with applicants/owners.

- Maintain and update information regarding contaminated land and underground petroleum storage systems via Council's Property Information systems.
- Provide accurate information regarding contaminated land matters in accordance with the Government Information (Public Access) Act 2009 and Council policies.
- Undertake site inspections as required.
- Prepare reports and response to correspondence as required on behalf of Team Leader or Manager.
- Contribute relevant technical expertise to the work and functions of the Environment Health and Compliance Team.
- All other duties as directed by Supervisor.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions

		<ul style="list-style-type: none"> • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Bachelor Degree in Environmental Health or equivalent as accredited by Environmental Health
- A current C Class driver's license.

Essential Experience

- Australia or previous employment as an Environmental Health Officer.
- Relevant experience in the area of environmental health, public health and / or environmental compliance.
- A sound knowledge of relevant legislation such as the Local Government Act, Food Act, Protection of the Environment Operations Act, Contaminated Land Management Act and Public Health Act.
- The ability to investigate and resolve matters in a methodical and timely manner.
- The ability to make judgment based decision based upon the information presented.
- Highly developed interpersonal skills, people skills, conflict resolution, and mediation and negotiation skills.

Desirable Qualifications and or Experience

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>