



**Southern Downs**  
REGIONAL COUNCIL

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Environmental Health Officer</b>	<b>Reports to:</b>	<b>Regulatory Services Coordinator</b>
<b>Team:</b>	Regulatory Services	<b>Department:</b>	Environmental Services
<b>Directorate:</b>	Planning and Environmental Services	<b>Location:</b>	Warwick / Stanthorpe
<b>Position Duration:</b>	Permanent	<b>Position Status:</b>	Fulltime
<b>Stream:</b>	Stream A admin	<b>Pay Level:</b>	Level 3-5 (Division 2 - Section 1) \$2,806.57 - \$3,455.97 / fortnight plus superannuation
<b>Award:</b>	Queensland Local Government Industry Award – State 2017	<b>Agreement:</b>	The Southern Downs Regional Council Certified Agreement, as amended
<b>Contact</b>	For further information regarding this role please contact Nicole Collett on 07 4681 5534		

### 1.1 THE DEPARTMENT

The Environmental Services department falls within the Planning and Environmental Services directorate and plays a critical role in delivering on the liveability of our region. The Regulatory Services, Local Laws and Waste Management teams cover a diverse range of roles and responsibilities from ensuring food and public health safety, investigating environmental nuisance and pollution incidences, animal control, pest management, environmental sustainability programs and planning and building compliance. Furthermore, the department delivers all aspects of waste operations including roadside collections, waste facilities, investigating waste minimisation and resource recovery opportunities and the strategic management of waste in Southern Downs.

### 1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



**Act with Integrity** | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

## 1.3 THE OPPORTUNITY AND JOB ROLE

Responsible for raising community awareness and compliance with statutory requirements in relation to environmental health matters. Provide advice to the departments of Council on development procedures and guidelines relevant to the administration of environmental health.

## 1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Matters associated with the development, implementation and review of environmental health programs and statutory licensing:
  - Inspection and licencing of establishments and services regulated by food, public health and environment legislation and local laws.
  - Investigation of food, public health and environmental nuisance complaints.
  - Pest and vector control.
- Monitor compliance with relevant statutory and policy requirements.
- Provide advise on, and contribute to development of, policies, procedures and guidelines in relation to the provision of efficient and effective delivery of an environmental health service.
- Initiate and undertake programs which promote the general public's greater understanding of and compliance with statutory requirements in relation to environmental health.
- Assess development applications relevant to environmental health.
- Maintain accurate records.
- Carry out general activities that assist in the operation of the Directorate.

Other duties as directed by the supervisor.

## 1.5 SELECTION CRITERIA

### ESSENTIAL CRITERIA

Demonstrated knowledge of and experience in applying legislation and statutory regulations relevant to Environmental Health, in particular when conducting routine inspections and investigating complaints.  
Working knowledge of administrative procedures and contemporary practices relevant to all aspects of Environmental Health.  
Ability to use technical equipment specific to environmental health when conducting routine inspections and investigating complaints.  
Well-developed interpersonal and customer service skills including the ability to effectively manage interactions with a variety of stakeholders including the public and consultants.  
High level written communication skills and experience in or ability to learn local government software packages, including mapping, property database and records management programs.  
Ability to plan work and ensure it is completed within defined time frames.  
Proven ability to work autonomously and as part of a team.  
Knowledge of workplace health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

### DESIRABLE CRITERIA

Experience and interest in local government operations.

## 1.6 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

## 1.7 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

## 1.8 REQUIRED LICENCES AND QUALIFICATIONS

- Relevant qualification of at least degree level. Consideration will be given to recent graduates or those well advanced in relevant studies.
- Eligible for membership of Environmental Health Australia and recognised for appointment as an Environmental Health Officer in Queensland
- A Class C (car) licence or greater is required in this role

## 1.9 OTHER POSITION REQUIREMENTS

### VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

### PROBATION PERIOD

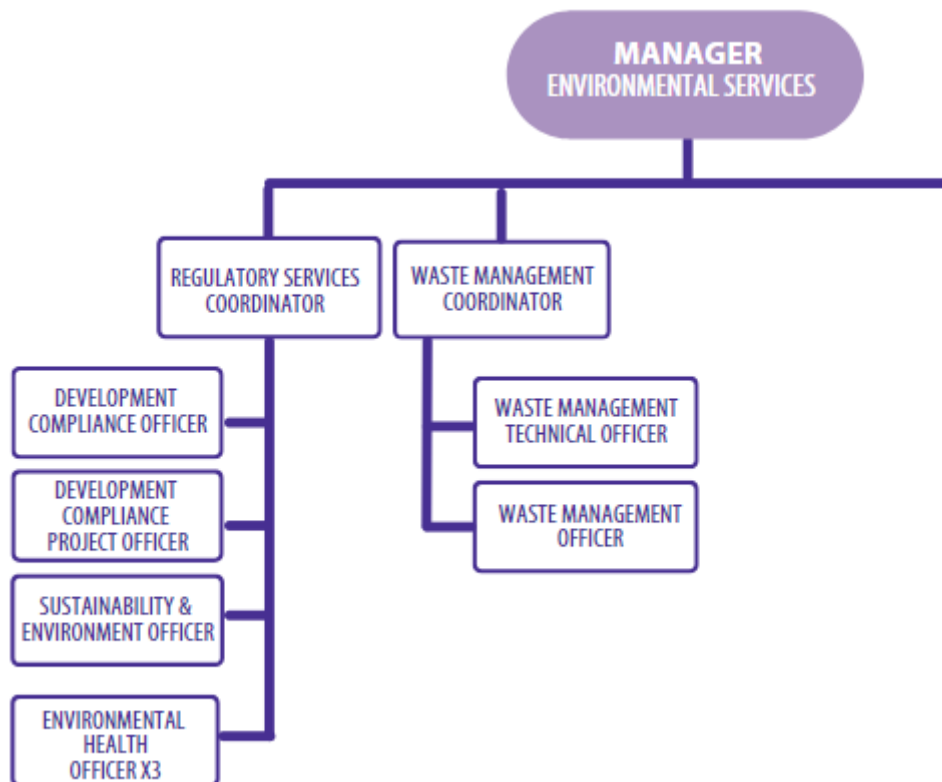
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

### PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
  - National Criminal History Check (mandatory)
  - Pathology Drug and Alcohol screening (mandatory)
  - Reference Checks (mandatory)
  - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
  - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
  - Formal qualifications check
  - Rights to Work in Australia – VEVO check
  - Licence disqualification / traffic history checks with Queensland Government
  - Blue card Working with Children Check
  - Any other check that is reasonably required by Southern Downs Regional Council

## 1.10 REPORTING STRUCTURE

### ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.



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*A great place to live, work, play and stay.*