

## POSITION DESCRIPTION

|                                            |                                                                     |
|--------------------------------------------|---------------------------------------------------------------------|
| <b>Position Title:</b>                     | <b>Senior Environmental Health Officer</b>                          |
| <b>Directorate:</b>                        | <b>Development Services</b>                                         |
| <b>Award/Agreement:</b>                    | <b>TOC Industrial Agreement 2024</b> (and any subsequent agreement) |
| <b>Classification level:</b>               | <b>9</b>                                                            |
| <b>Directly reports to:</b>                | <b>Manager Environmental Health</b>                                 |
| <b>Positions under Direct Supervision:</b> | <b>Nil</b>                                                          |

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

To provide a high standard of environmental health in the Town of Claremont by developing and undertaking appropriate monitoring and education programmes, providing technical advice and the efficient application of the provisions of the Public Health, Food and Environmental Protection Acts, subsidiary legislation and Council's policies.

### **Objective 1: Monitoring / Investigations**

- Investigate infectious diseases (where applicable).
- Assist when required the Town of Claremont contractor in undertaking inspections of premises to ensure compliance with relevant legislation.
- Investigate general complaints from the public in relation to the provisions under the Public Health & Food Acts and other legislation.
- Investigate, monitor and act to address noise and nuisance issues.
- Carry out routine monitoring including the taking of food and water samples.
- Process building applications and carry out inspections to ensure compliance with relevant legislation.

### **Objective 2: Special Projects**

- Participate in, develop and implement programmes/projects on environment health issues, including assisting in preparing an overall Environmental Health Plan.
- Ensure community events are conducted in compliance with relevant legislation.
- In conjunction with the Manager Environmental Health develop and implement significant works programs e.g. Waste and Verge Hard-waste and Green-waste collection services.
- Prepare long term objectives-strategies and make available information to new technologies-methodology and business models that may future proof the section.

### **Objective 3: Customer Service and Administration**

- Provide technical advice and information on Public Health issues to members of the organisation, the community, and government departments in accordance with good customer service practices.
- Provide excellence in customer service by way of showing empathy and dealing with issues promptly and effectively.
- Attend Council information sessions and forums as and when required represent the Town on external committees, working parties and the like applicable to your service area.
- Document investigations and inspections and compile comprehensive reports and agenda items where necessary, on monitoring programmes and special projects.
- Maintain organisational procedures for processing applications, correspondence and compiling statistics and to maintain data banks and records.
- Prepare detailed reports relating to Environmental Health for consideration by the Council, Executive Management Team and Manager Environmental Health.

### **Objective 4: Performance Improvement & Adding Value**

- Carry out other duties which may be reasonably expected within the scope of the classification level and skill base of the employee such as workplace procedures, monitoring of policies and providing advice to other officers.
- Apply learning and skill development to improving internal systems and processes.
- Assist the service unit in developing "Lines of Business" goals, strategies, and performance measures.
- Establish and undertake promotion and education programmes relating to community health issues.
- Produce resource materials and publications relating to Environmental Health issues.

**Objective 5: Occupational Health & Safety (For all Staff)**

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

**Objective 6: Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

**Objective 7: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

**SELECTION CRITERIA****Essential**

- Bachelor of Science (Environmental Health) or equivalent qualifications and demonstrated experience in a similar role.
- Knowledge and experience in the practical application of the Health & Food Acts and other applicable legislation in respect to environmental health.
- Well-developed communication, negotiating and interpersonal skills.
- Demonstrated time management and organisational skills.
- Well-developed written skills including report writing.
- Ability to work autonomously or in a team environment.
- Western Australian 'C' Class Drivers' Licence or equivalent.
- Ability to be authorised as a noise officer under the Environmental Protection Act.

**Desirable**

- Qualified for appointment as an Authorised Person and Inspector for enforcing the Environmental Protection (Unauthorised Discharges) Regulations 2004.
- Knowledge and experience in the application of Occupational Health & Safety legislation.
- Knowledge of waste management service and collection.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Complete a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

## Signatures

### Director Approval

Signature

Date

### Employee

Signature

Date