

# Position Description

<b>POSITION TITLE:</b>	Environmental Health Officer
<b>POSITION NO:</b>	1111
<b>DIRECTORATE:</b>	Planning & Environment
<b>DEPARTMENT:</b>	Emergency Management & Regulatory Services
<b>SECTION:</b>	Environmental Health
<b>CLASSIFICATION:</b>	Band 6
<b>LOCATION:</b>	Civic Centre, 61 Napier St, Footscray
<b>DATE:</b>	May 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Environmental Health
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Manager Emergency Management & Regulatory Services, Coordinator Environmental Health and all Council employees.
<b>External Liaisons:</b>	Other Councils and external organisations, relevant professionals and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

Provide an efficient, economical and accountable Environmental Health service by monitoring, improving and promoting public health standards in accordance with relevant legislation, Council Policy and community expectations.

## DUTIES AND RESPONSIBILITIES

Administer and discharge the provisions of the Public Health and Wellbeing Act 2008, the Food Act 1984, Tobacco Act 1987 and all associated regulations to ensure that an acceptable standard of preventative health care and environmental health is maintained throughout the municipality in accordance with statutory requirements.

Inspect registered premises to ensure that businesses are of an acceptable standard and that proprietors are conducting and maintaining them to the standards as set, including:

- Food Premises.
- Hairdressers/Beauty Parlours/Skin Penetration Premises.

# Position Description

- Prescribed Accommodation Premises
- Tobacco retail premises and Tobacconists.
- Caravan Parks.
- Aquatic Facilities

Accept, certify, process and approve plans and applications with regards to proposed registered premises including site inspections and surveillance.

Undertake food poisoning investigations as required.

Undertake recall and seizure/detention of foodstuffs as required and as directed by Team Leader / Coordinator Environmental Health

Undertake Food Sampling in accordance with the Food Act 1984, and as directed by Team Leader / Coordinator Environmental Health

Investigate any cases of infectious diseases, and as directed by the Team Leader / Coordinator Environmental Health

Follow up infectious disease / anaphylaxis notifications as directed by the Department of Health.

Undertake appropriate action concerning environment protection so as to provide a safe environment for the residents of the City of Maribyrnong.

Investigate and where appropriate take relevant action to abate nuisances such as noise, air and visual pollution, including liaising with relevant statutory bodies for specialist advice, and where possible negotiating a resolution between affective parties.

Undertake actions and investigations to ensure all public pools and spas are maintained in accordance with established standards.

Actively participate in Councils Emergency Management Team and provide assistance as required.

Assist in the implementation of relevant activities outlined in The Municipal Public Health Plan and as directed by the Team Leader / Coordinator Environmental Health.

Able to manage and undertake portfolio responsibilities for the Team and as directed by the Team Leader / Coordinator Environmental Health.

Actively participate in the Team's sector leading enterprises, and continuous improvement to develop professional outcomes on quality, safety, and efficiency.

Liaise and consult with statutory Authorities on matters pertaining to all responsibilities aforementioned, e.g.; Department of Health, Environment Protection Authority, Commonwealth Customs Department, Primesafe, Dairy Food Safety.

Prepare and provide educational lectures and talks to relevant areas of the public as required.

Conduct research into environmental health issues affecting the City of Maribyrnong and have input into policies, strategies and reports where appropriate, and as required by the Team Leader and or Coordinator Environmental Health.

Issue official warnings and fines as approved by the Team Leader / Coordinator Environmental Health.

Prepare legal briefs for the institution of legal proceedings as required in relevant circumstances and approved by the Team Leader / Coordinator Environmental Health.

Attend court for prosecutions as approved by the Team Leader / Coordinator Environmental Health.

Ensure investigations and reports are undertaken on all relevant matters and as directed by the Team Leader / Coordinator Environmental Health.

Provide guidance and training to any students assigned to team.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

## JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

## SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role including an understanding and application of public health service delivery within a social health context.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

## MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

## INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

## QUALIFICATIONS AND EXPERIENCE

- Bachelor of Applied Science (Environmental Health) or equivalent
- Demonstrated skills, experience and understanding in all aspects of public health issues
- Eligibility for membership of the Environmental Health Professionals Australia Ltd
- Current Victorian Drivers Licence
- Working with Children's Check

## KEY SELECTION CRITERIA

- Bachelor of Applied Science (Environmental Health) or equivalent, including eligibility for membership of the Environmental Health Professionals Australia Ltd.
- Demonstrated understanding, application, skills and experience in all aspects environmental and public health service delivery and the ability to apply this to differing problems in the search for solutions.
- Demonstrated ability and experience in reading, understanding and interpreting relevant legislation.
- Well-developed written and verbal communication, including the ability to prepare technical, complex and detailed reports, and liaise with and gain the cooperation of a diverse range of stakeholders.
- Demonstrated extensive conflict negotiation and resolution skills and ability to enforce legislation to achieve compliance.
- Current Victorian Drivers Licence and Working with Children's Check

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**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not

## Position Description

deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....