

# Environmental Health Officer

<b>Position Number</b>	
<b>Directorate</b>	Communities & Place
<b>Service Unit/Department</b>	Environmental Health
<b>Location</b>	Civic Centre, Roberts Avenue, Horsham
<b>Position Classification</b>	Band 6 or 7 dependent on experience
<b>Position Appointment</b>	Up to Full-time, time limited up to 6 months
<b>Enterprise Agreement</b>	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
<b>Reports to</b>	Manager Community Services

## Organisation Values - **FAIR**

### **F**lexibility

We are adaptable to changing circumstances

### **A**ccountability

We are responsible for our behaviour and actions

### **I**ntegrity

We are ethical, transparent and honest in our conduct

### **R**espect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

## 1. Position Objectives

To support the provision of quality environmental health services which will enhance the health and lifestyle of the community.

To ensure the effective and efficient administration of relevant Council policies, legislation and regulations.

## 2. Key Responsibility Areas

- Undertake statutory inspections and investigate complaints related to all registered businesses to monitor statutory compliance as required under relevant legislation and maintain related information on an internal database (s). As a part of inspections and investigations acquire and prepare evidence, and as necessary initiate enforcement action and act as a Council representative in legal proceedings.
- Contribute to active surveillance and activities related to the registration of businesses under a number of pieces of legislation.
- Develop and implement Council's food sampling program in line with requirements gazetted by the Department of Health and maintain information on an internal database.
- Assist with legislative reporting related to inspections, compliance, food sampling, complaints and other business activities in line with requirements.
- Prepare a food safety newsletter to be distributed to all registered food businesses throughout the municipality on a quarterly basis. Participate in other educative strategies or activities related to food safety throughout the municipality.
- Undertake surveillance, monitoring, investigation of complaints, and as necessary enforcement action under the provisions of the *Tobacco Act 1987*.
- Investigate, mediate and resolve complaints related to nuisances' provisions within the *Public Health and Wellbeing Act 2008*, and minor pollution issues and noise under the provisions of the *Environment Protection Act 2017*. As part of investigations acquire and prepare evidence, and as necessary initiate enforcement action and act as a Council representative in legal proceedings.
- Undertake the activities related to infectious disease control impacting on public health, including outbreak investigations, control activities and reporting.
- Monitor the incidence of infectious diseases in the municipality and implement preventative and remedial action as required or directed.
- Undertake anaphylaxis investigations as required or directed, identify and implement control measures, acquire and prepare evidence, and as necessary initiate enforcement action, and act as a Council representative in legal proceedings.
- Management of the statutory processes associated with proposed installations of domestic wastewater treatment systems on land throughout the municipality, including:

- Evaluation of land capability for onsite effluent disposal generated from domestic wastewater treatment systems intended for single allotments, subdivisions, commercial, industrial and tourist development projects, and
- Engagement with landowners and/or their representatives, internal HRCC Departments and other external specialists or organisations to enable compliance with legislative requirements, and
- Inspections and records maintenance.
- Assist with the review of Council's Health and Wellbeing Plan and Emergency Management Plan.
- Assist with the development, implementation and review of policies and health education initiatives for environmental health programs.
- Assist Council and staff with professional advice on occupational health and public health matters and in implementing safe working practices throughout the Council's operations.
- Assist with emergency management planning and operational matters related to public health throughout the municipality.
- Engage and liaise with internal HRCC Departments, the Department of Health, Local specialists or organisations to enable compliance with legislative requirements and Council the ability to continue to effectively discharge its responsibilities.
- Backfill the Coordinator Environmental Health position during periods of leave.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

### **3. Occupational Health and Safety (OH&S) Responsibilities**

- Wear the correct personal protective equipment.
- Comply with safe work method statements and procedures.
- Report incidents and hazards.
- Don't interfere with or misuse anything at the workplace to support health, safety, and welfare.
- Participate in safety training apply learnings and requirements of the training.
- Take reasonable care for your health and safety and health and safety of others.

### **4. Accountability and extent of Authority, Judgement and Decision Making**

- Accountable to the Co-ordinator Environmental Health for the satisfactory completion of duties within set time schedules; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply.

- The Environmental Health Officer has authority to act within broad goals, policies, Acts, statutes and subordinate legislation and to provide input into strategic plans and policy development of the Environmental Health Unit.
- Exercise all delegations, authorities, powers and duties of an Environmental Health Officer and Authorised Officer under the provisions of the *Public Health and Wellbeing Act 2008*, the *Food Act 1984*, *Tobacco Act 1987*, *Residential Tenancies Act 1997*, *Housing Act 1983*, *Summary Offences Act 1966*, *Environment Protection Act 2017*, Local Government Act 1989 and the Local Government Act 2020 including associated regulations, codes of practice, Local Laws and other statutory requirements as delegated by Council.

## **5. Skills and Knowledge**

- A high level of proficiency in the application of environmental health-related legislation and regulation is required to enable this position to be efficiently and effectively undertaken.
- Well-developed ability to read, interpret and effectively apply relevant legislation and regulation.
- An understanding is required of long term HRCC environmental health goals, values and aspirations and of the legal and political context in which the HRCC operates.

## **6. Management and Administrative skills**

- Ability to manage time, set priorities and plan and organise one's own work, and where appropriate that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Excellent computer skills and ability (Microsoft Office suite).
- Excellent administrative skills with the ability to produce effective written documentation.

## **7. Interpersonal skills**

- Excellent oral and written English skills.
- Excellent personal presentation and the ability to deal courteously and efficiently with the public, counterparts in other organisations to discuss and resolve specialist problems, and with other employees within the organisation to resolve intra-organisational issues.
- Ability to develop options, solve problems and be flexible as required.
- Ability to deal with others in a professional manner which promotes good environmental health practices and positive impressions of the organisation.

## 8. Qualifications and Experience (Selection Criteria)

- Completion of a Degree/Diploma in Applied Science Environmental Health or a Diploma of Public Health and Certificate of Competency from the Victorian Health Department.
- Experience working as an Environmental Health Officer in local government or demonstrated experience in a relevant/similar field.
- Current driver's license.

## 9. Organisational Relationships

<b>Reports to:</b>	Manager Community Services
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	All departments and staff
<b>External Liaisons:</b>	The public Government Government Entities Non-Government organisations Referral organisations Utility providers Suppliers and Contractors

## 10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

### **Accessible and Inclusive Employer**

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

### **Occupational Health and Safety/Risk Management**

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

## **11. Further information**

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au) for further information.

Manager People & Safety  
Horsham Rural City Council  
PO Box 511  
Horsham Victoria 3402  
Email: [hr@hrcc.vic.gov.au](mailto:hr@hrcc.vic.gov.au)

## 12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

**Approved by:** .....  
(Director Communities & Place)

**Date:** .....

**Employee name:** .....

**Signature:** .....

**Date:** .....