

POSITION DESCRIPTION

Position Title Environmental Health Officer	HR4020	Position Level Level Five (5) / Six (6) City of Bunbury 2012 Enterprise Agreement	Reports to Manager Environmental Health
Role of position To provide the local community with advice and assistance on matters relating to environmental health. To ensure compliance with various legislation under the jurisdiction of the Environmental Health Service whilst at the same time fostering a good working relationship with individuals and organisations.			
Accountabilities <ul style="list-style-type: none"> • Conducts routine statutory compliance inspections. • Investigates notifiable diseases, incidences of food poisoning, noise and other pollution complaints, illegal camping and other health related complaints. • Monitors the quality, microbiological status, and/or constituents of food and chemical and microbiological quality of aquatic facilities, drinking water and recreational water. • Assess building plans and planning proposals for statutory compliance. • Provides food safety education for the food industry and targeted community groups. • Prepares proofs of evidence and present evidence to Courts of Law. • Undertake inspections and monitoring of events after hours as required. • Performs the duties of an 'Inspector' or 'Authorised Person' under the provisions of the Public Health Act 2016/Health (Miscellaneous Provisions) Act 1911, Food Act 2008, Environmental Protection Act, Local Government Act and Caravan Parks and Camping Grounds Act. • Undertake field work activities in relation to the City's mosquito management program • Maintain records in accordance with the City's policy and legislative requirements 		Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees External Relationships <ul style="list-style-type: none"> • Local Government Agencies • Business owners, developers, Architects, plumbers • State Government Departments (e.g. Police, DOH, DER, Water Corporation, Racing Gaming & Liquor) • Community Organisations Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices. Desirable Experience <ul style="list-style-type: none"> • General knowledge of Equal Employment Opportunity guidelines. • Completion of or progression towards post-graduate qualifications/training in areas of: Environmental Health; and/or HACCP/Food Safety Plan Auditing. • Qualified for appointment in accordance with Sections 87 and 88 of the Environmental Protection Act. • Completion of training in the application of Public Health and Food Acts, Food Safety Standards, and associated legislation. • Completion of a Department of Health Mosquito Control course. • Demonstrated achievements in the field of environmental health. • Previous experience using Authority and TRIM. 	
Essential Criteria <ul style="list-style-type: none"> • Completion of a Bachelor of Science (Environmental Health) or other qualifications acceptable as an Authorised Officer in accordance with Section 18 of the Public Health Act 2016. • Relevant knowledge and understanding of environmental health principles. Demonstrated knowledge and understanding of environmental health practices. • Well-developed customer service and public relations skills. Developed analytical and problem solving skills. • Well-developed written and oral communication and interpersonal skills. • The ability to manage time and organise tasks with a high level of autonomy. • Four (4) years' experience as an Environmental Health Officer within Local Government (Level 6) • Experience using computers with Windows based applications. • Ability and motivation to work individually and as part of a team. • Valid C Class drivers licence. 			