

1.0 Position Details	
Position Title	Environmental Health Officer
Classification	Level 8
Employment Type	Permanent Full Time
Award	Local Government Industry (State) Award 2020
Reporting to	Manager Development
Department	Development Services
Location	Shire of Irwin Administration Offices, 11-13 Waldeck Street, Dongara
Supervision	Nil
Internal Relationships	Chief Executive Officer, management, staff, rate payers, general public and Councillors
External Relationships	Government agencies, authorities , contractors and consultants
Extent of Authority	This position operates under the direction of the Manager Development and within legislation, established guidelines, procedures, and policies of the Shire and statutory provisions of the <i>Local Government Act 1995</i> .

2.0 Position Objective
To protect, promote and enhance public and environmental health and community wellbeing of communities within the Shires' of Irwin, Mingenew, Three Springs and Carnamah in regional Western Australia by undertaking inspections, education and to proactively administer the delivery of the Shire's Environmental Health Services to satisfy compliance of statutory obligations.

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Inspections	<ul style="list-style-type: none"> ▪ Inspecting sites and resolving public health and environmental issues in accordance with the relevant legislation. This involves understanding the Shires' responsibilities to regulate and ensure compliance with the full range of environmental health standards. ▪ Providing continuous proactive surveillance of commercial establishments and undertaking environmental auditing to ensure environmental health standards are being achieved in accordance with current legislation ▪ Carry out inspections and monitor compliance of the Shires' Environmental Health programs, including Food premises/vehicles/events, hairdressers, beauty salons, skin penetration premises, cooling tower and warm water systems, swimming pools and spa's, funeral industry premises, caravan parks, on-site sewerage management systems/water recycling systems and other premises/activities as directed by management. 	<ul style="list-style-type: none"> ▪ Inspections undertaken are in accordance with legislation and to a regular schedule.

Leadership in Customer Services	<ul style="list-style-type: none"> ▪ Preparing and implementing education programs which seek to improve environmental health and community wellbeing. 	<ul style="list-style-type: none"> ▪ Customers / staff are provided with advice and guidance on how to improve standards.
	<ul style="list-style-type: none"> ▪ Develop, undertake and deliver the environmental health programs to a satisfactory level, mentor staff and provide timely technical advice 	
	<ul style="list-style-type: none"> ▪ Action customer requests in accordance with the Shires' policies and procedures. 	<ul style="list-style-type: none"> ▪ Customer requests are efficiently processed.
	<ul style="list-style-type: none"> ▪ Deliver comprehensive and transparent communication skills in the preparation of reports, correspondence, collection of evidence, preparation of statements of evidence, and briefing legal counsel. 	<ul style="list-style-type: none"> ▪ Reports are developed with clear and concise communication with the ability to be transparent to a wide audience.
	<ul style="list-style-type: none"> ▪ Providing technical advice to developers, environmental consultants, architects, designers, engineers, Shires' staff, government departments and the public on environmental health requirements 	
	<ul style="list-style-type: none"> ▪ Attend and resolve public health and environmental issues including, air, noise, water, land, waste and nuisance complaints. 	<ul style="list-style-type: none"> ▪ Complaints are resolved in an efficient and engaging manner promoting positive public relations in representing all four Shires'
	<ul style="list-style-type: none"> ▪ Provide support with Local Law Enforcement activities including but not limited to animal control, commercial recreation activities, foreshores, vermin, waste management and accommodation. 	<ul style="list-style-type: none"> ▪ Collaboration and support is demonstrated with the Development Services team, and across the business' departments as required.
	<ul style="list-style-type: none"> ▪ Collaborate with teams to deliver identified targets and complete projects as determined by the Manager Development and the CEOs' of the Shires'. 	

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	Creates and maintains a positive working environment while upholding the Shire's values of: 

5.0 Behavioural Competencies	
VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none"> ▪ I look for better ways of doing things. ▪ I am open to feedback and change ▪ I encourage and embrace new ideas ▪ I foster creativity and think outside of the box ▪ I am solution focused.
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none"> ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none"> ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none"> ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

Qualifications and experience

- Qualifications in a health discipline (i.e. Bachelor of Health Science, Bachelor of Environmental Health or equivalent) acceptable to the Department of Health Western Australia.
- Over 5 years' experience within Local Government.

Knowledge and skills

- Developed knowledge and an ability to interpret and implement the requirements of the *WA Health Act 1911, Liquor Licensing Act 1988, Environmental Protection Act 1986, Local Government Act 1995* and their associated Regulations;
- Strong communication and interpersonal skills, with a track record in negotiating agreed quality outcomes, and developing effective relationships with a diverse range of stakeholders.
- Developed technical, interpretive and analytical skills.
- Coordinate and administer inspection high level report writing skills.
- Experience in the use of Microsoft applications and planning related software
- Demonstrated ability in the design of health programs and projects that meet statutory obligations to enhance environmental health standards
- Permanent working rights in Australia.
- Current WA unrestricted "C" Class Driver's Licence

Desirable

- Local Government experience in a similar role within a rural/regional location.
- Authorised person and inspector under the *Environmental Protection Act 1986* Sections 87 & 88.
- Working knowledge of Building, Town Planning, and Engineering matters dealt with by Local Government.
- Experience in utilising the Synergy Soft application.

7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, *the undersigned* have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. I understand, this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	May 2023

Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages.

With a variety of employment types the Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications and achievements.
- Closing Date: Your application is to be received prior to the closing date.

Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

Good Luck in your application!