



District Council of Loxton Waikerie

Employee Position Description – 2020

Environmental Health Officer Position Details

Introduction

The attached Job and Person Specification (JPS) and associated information is intended to offer an account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

The purpose of this Job Description is to provide a broad outline of the responsibilities of the role. An employee will be required to perform other duties as required from time to time to fulfil the objective of the position.

Continuous improvement and the enhancement of processes, practices, knowledge, skills and behaviours is expected by the District Council of Loxton Waikerie and will ensure Council delivers its commitment to the development of a vibrant and prosperous community.

People and jobs develop over time, so the attached JPS is dynamic and your active involvement in the evolution of the document is critical.

Position Environment

This position provides important and valued services that contribute towards Council's objectives and goals for its community, which are clearly defined in LW Future, our Strategic Plan for 2015-2020.

Our Vision

Our vision statement is our inspiration and provides us with purpose, strategic direction, motivation and purpose.

Influencing today ... Shaping tomorrow

Our Mission

Our mission aligns with our strategic objectives and indicates how we will achieve our vision. It provides an indication of how we are going to get to where we want to be.

We are committed to:

- Actively enhancing the quality of life of our communities by encouraging health, well being and safety
- Encouraging and supporting a strong diverse economy that will provide prosperity, growth and employment opportunities for our community.
- Responsibly managing our built and natural environment
- Providing genuine and accountable leadership that inspires confidence within our community and ensures the responsible management of our resources
- Being an organisation that has a constructive culture and the capacity to be innovative, effective and efficient in delivering quality services to the community.

Our Core Values

Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business.

We are **GENUINE**

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

We are **CARING**

Showing respect, compassion and empathy and being supportive of each other and our community.

We will **LISTEN**

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

We are **UNITED**

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

We will be **INNOVATIVE**

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

We will aim for **EXCELLENCE**

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.

Job and Person Specification

Position	Environmental Health Officer
Department	Corporate and Community Services
Reports to	Manager Environmental Services
Level of Direction	General
No of Direct Reports	None
Award/Stream/Level	South Australian Municipal Officers Award (SAMSOA) General Officer's Stream
Incumbent	VACANT
Date Appointed	

Key Result Area	Position Objectives and Tasks
Public Health	<p>Provide specialist advice and support in regard to environmental health matters involving other programs or projects of Council</p> <p>Deliver an efficient and effective mosquito control program throughout the district and across the region in association with other Councils</p> <p>Investigate infectious disease cases referred by SA Health to prevent the spread of infectious disease within the community</p> <p>Inspect public swimming pools and spas and coordinate third party inspections of all high risk manufactured water systems to ensure compliance with legislation and relevant Codes to minimise the spread of disease within the community</p> <p>Prepare and submit an annual report to the Department of Health</p> <p>Attend meetings of the Murraylands and Riverland Public Health Planning Committee and contribute to the updating of the Public Health Plan and reporting requirements, and strive to achieve listed strategies of the plan to improve public health</p>
Food Safety	<p>Undertake inspections of food premises ensure compliance with all relevant legislation and food-borne disease is minimised</p> <p>Investigate food complaints in accordance with relevant Council procedures and education is provided where needed to ensure safe food handling</p> <p>Provide food handlers and the community with information relating to food safety compliance</p>
Wastewater Assessments	<p>Assess wastewater applications in accordance with relevant legislation and codes</p> <p>Undertake necessary inspections of premises in regard to the installation of wastewater control systems, under floor plumbing and associated works</p> <p>Manage Council's contract septic tank desludge program to ensure the effective pump out and maintenance of septic tanks connected to Council's CWMS system</p> <p>Liaise with the Manager Environmental Services, Building Officer and Planning Officer in the assessment of Development applications in respect of wastewater disposal</p>
Immunisation Program	<p>Provide guidance and assistance when required for the delivery of an appropriate immunisation program pursuant to the <i>SA Public Health Act 2011</i></p>

Key Result Area		Position Objectives and Tasks
Other responsibilities		<p>Provide advice to the Manager Environmental Services on the current state of significant Public and Environmental Health activities of, or affecting the Council, highlighting any features that may impact on Council's functions</p> <p>Liaise with officers of Government Departments/Agencies and other Councils on Public and Environmental Health matters</p> <p>Assist with and provide advice to Environmental Services staff in the enforcement of the <i>Local Nuisance and Litter Control Act 2017</i></p> <p>Attend and contribute to Regional Environmental Health Team Meetings</p>
Customer Service and Administration		<p>Provide professional environmental health advice to Council and customers</p> <p>Respond to environmental health related enquiries in accordance with relevant legislation and council policies</p> <p>Identify and implement initiatives which will improve the information dissemination and education of the community with regard to Environmental Health matters</p>
Records Management		<p>Prepare and maintain the Public and Environment Health registers for food premises, swimming pools and spas and high risk manufactured water systems</p> <p>Adhere to Council's Records Management Policy and Procedure</p>
Workplace Health and Safety		<p>Comply with all legislation, policies, procedures, guidelines and instructions issued to protect the health and safety of yourself and others, and participate in related training</p>
Risk Management		<p>Ensure Council's Risk Management Policy and procedures are observed and complied with at both a personal and departmental level</p> <p>Take all reasonable steps to reduce risks identified in risk audits and any other relevant processes</p> <p>Demonstrate a commitment to risk management principles and practices, to maintain a safe environment for staff and community</p>
Strategic Plan Core Values		<p>Ensure the security of Council's assets under the officer's control</p> <p>Ensure continuous improvement of Council's services through adherence with core values</p>
Person Specification		
Qualifications (essential)		<p>Qualifications recognised by <i>SA Public Health Act 2011</i></p> <p>A current South Australian Class C Driver's Licence</p>
Qualifications (desirable)		<p>Qualified Food Safety Auditor and eligibility for Department of Health Approved Food Safety Auditor status</p> <p>White Card</p> <p>DCSI Screening Clearance</p>
Knowledge (essential)		<p>Knowledge of the Food Act, Public Health Act, Local Government Act and relevant Australian Standards and Codes of Practice</p> <p>Knowledge of preparation and terminology of legal documentation and procedures</p> <p>Working knowledge of the Microsoft Office suite</p> <p>Ability to interpret complex information, drawings, maps, statistics and legal opinions</p> <p>Knowledge of the Australian Childhood Immunisation Schedule</p>
Knowledge (desirable)		<p>Knowledge of Content Manager</p> <p>Knowledge of Exponare (general user)</p>
Skills (essential)		<p>Proven interpersonal and customer service skills</p> <p>Skills in community consultation and engagement and good presentation skills</p> <p>Possess time management skills to schedule output effectively</p> <p>Adaptable and flexible to meet organisational demands</p> <p>Very good oral and written communication skills, with the ability to prepare reports and handle customer enquiries in a clear and concise manner</p> <p>Have well developed problem solving skills</p>

Key Result Area	Position Objectives and Tasks
Experience	Previous experience in local government would be an advantage
Personal Attributes	A high level of personal proficiency and presentation A focus on high quality results, high level of accuracy and attention to detail Ability to be self motivated, exercise initiative and judgment, and work effectively under limited direction
EEO	Demonstrate and promote equal employment opportunity principles in the work place
Delegation and Authority	As identified in Council's Instruments of Delegation
Job Requirements	Some out of hours work will be required Actively participate in activities designed to approve the quality of service delivery in line with Council's mission statement, aims and objectives Participate in the development of and ensure compliance with the Council's Strategic Management Plan Participate in Professional Development Reviews at least annually Adhere to Code of Conduct of Employees, Council policies and procedures. Promote the Council and services available to the community
Professional Development	Attend relevant conferences, seminars and training courses to gain and maintain competencies

Signatures and Dates

Employee		Date:
Manager Environmental Services Cheryle Pedler		Date:

Date Position Created: January 2017

Date Last Reviewed: February 2020