

POSITION DESCRIPTION

POSITION TITLE:	Environmental Health Officer
POSITION NUMBER:	10121
AWARD:	Qld Local Government Industry (Stream A) Award
CERTIFIED AGREEMENT:	Current Central Highlands Regional Council Certified Agreement
AWARD CLASSIFICATION:	4 - 5
REPORTS TO:	Supervisor Environmental Services
REPORTING DEPARTMENT:	Communities

POSITION OBJECTIVE

The Environmental Health Officer will be responsible for providing efficient and effective statutory environmental and public health services for the Central Highlands Regional Council, delivering work and programs in a timely and effective manner.

KEY RESPONSIBILITIES

- 1. Service Delivery.** Assist with the delivery of all environmental health responsibilities in accordance with established legislation and procedures, maintaining a client focussed service.
- 2. Technical Skills and Expertise.** Understand, interpret, administer and comply with relevant legislation and Council policies applicable to the functions within the local government environmental health unit.
- 3. Information Delivery.** Produce high standard reports, correspondence and advice to internal and external clients relevant to disciplines within the unit.

Additionally you may be required to conduct other duties as lawfully directed by the Supervisor or Coordinator.

POSITION SPECIFIC REQUIREMENTS

Mandatory:

- Minimum of Queensland C class provisional driver's licence.
- Sound disciplined technical knowledge relating to public health, environmental protection, health promotion, social issues and sustainable development.
- Sound knowledge and understanding of relevant Legislation, Australian Standards, Local Laws and Policies in environmental health.
- Demonstrated ability to research and draft replies to correspondence, reports and other such documentation.
- Competent use of MS Office Suite.

Desirable:

- Extensive knowledge of work activities, work practices and procedures relevant to the Unit.
- Work autonomously and unsupervised to complete set tasks.

PRE – EMPLOYMENT CHECKS

As part of the interview process you are required to undertake relevant pre-employment checks. The pre-employment checks relevant to this position include:

- Right to Work in Australia
- Medical Assessment including Drug & Alcohol testing.

Please note that Central Highlands Regional Council will arrange these checks for the preferred candidate following interview.

CORE COMPETENCIES

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	1
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	1
Initiative and Innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	1
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	1
Team Work	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the CHRC team.	1
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of CHRC; acting as a role model and promoting the values to others.	1
Customer Service	Aligning your behaviour with the CHRC Customer Service Charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure.	1

This position description is a true reflection of the current requirements of the role. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____

Date: _____