



**SHIRE OF
HARVEY**

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Senior Environmental Health Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: 8 to 9
Reports to:	Manager Environmental Health Services	
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

To undertake a senior role in the administration of the City's Environmental Health responsibilities, leading and supporting Environmental Health Officers. Provide a professional service to internal and external customers regarding all matters relating to Environmental Health to ensure effective performance of the Directorate.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

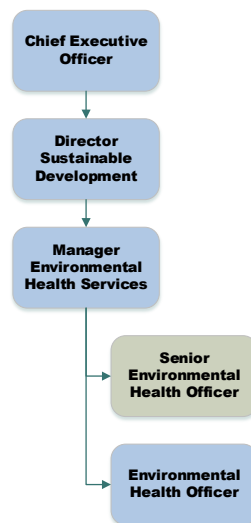
Key functions	Specific duties
Customer service	<ul style="list-style-type: none">• Provide specific advice and recommendations to customers on matters relating to Environmental Health.• Ensure compliance with relevant legislation and contribute to the achievement of the organisations objectives.• Proactively assist with development and implementation of program initiatives directed at improving customer service.
Development control	<ul style="list-style-type: none">• Provide direction and technical guidance on matters relating to environmental health control within the Shire to a wide range of external and internal stakeholders.• Process environmental health applications, including site inspections to ensure compliance with the <i>Health (Miscellaneous Provisions) Act 1911</i>.• Undertake a range of environmental health related inspections, licensing and public health promotion programs.• Assist in the development, implementation and review of environmental health strategies, policies, local laws, guidelines and processes.• Provide specialist environmental health information, advice, reports and recommendations.
Leadership/ liaison	<ul style="list-style-type: none">• Continuously review and improve practices, procedures and systems to ensure legislative compliance and to achieve efficiencies within the Business Unit.• Ensure an appropriate level of risk management and quality assurance is applied to the environmental health control process to limit the liability risk exposure of the Shire..

	<ul style="list-style-type: none"> • Assist the Manager Environmental Health Services and Director Sustainable Development with general compliance/monitoring and attendance at the State Administrative Tribunal when appropriate. • Provide guidance and specialist advice to Environmental Health Officers and Environmental Health Support Officer. • Implement Council resolutions and report to Manager Environmental Health Services and/or Director Sustainable Development on progress of action. Act as Manager Environmental Health Services when required.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current “C” Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire’s Occupational Safety and risk principles. • Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- The position operates under the broad direction of the Manager Environmental Health Services and Director Sustainable Development within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995* and any other relevant Legislation, Regulations or Acts.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Bachelor of Applied Science Degree (Environmental Health) or other formal/tertiary qualifications acceptable to the Department of Health.
2. Extensive knowledge of statutory requirements relevant to public health and environmental protection including:
 - a. the Health Act 1911,
 - b. the Public Health Act 2016,
 - c. the Food Act 2008,
 - d. the Environmental Protection Act 1986 (relating to noise and unauthorised discharges), and the regulations made thereunder
3. Demonstrated verbal and written skills and ability to follow procedures and policies as they apply to the position.
4. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
5. Ability to work as an effective team member and solve problems and conflict with others.
6. Minimum of three years practical experience in an environmental health or environmental health related field.
7. Eligibility for appointment by the Department of Water and Environment Regulation as an Inspector/Authorised Person under Environmental Protection Act for noise and unauthorised discharges.

Desirable

1. Experience in the application of evidentiary procedures and the processes involved in legal resolution of statutory requirements.
2. Demonstrated experience in managing event applications and regulatory compliance to ensure community safety and satisfaction of events.