

POSITION DESCRIPTION

POSITION TITLE	Senior Environmental Health Officer
DIRECTORATE - SECTION	Community Engagement – Community Health & Safety
LEVEL - EBA	7 – Salaried
RESPONSIBLE TO	Coordinator Environmental Health

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

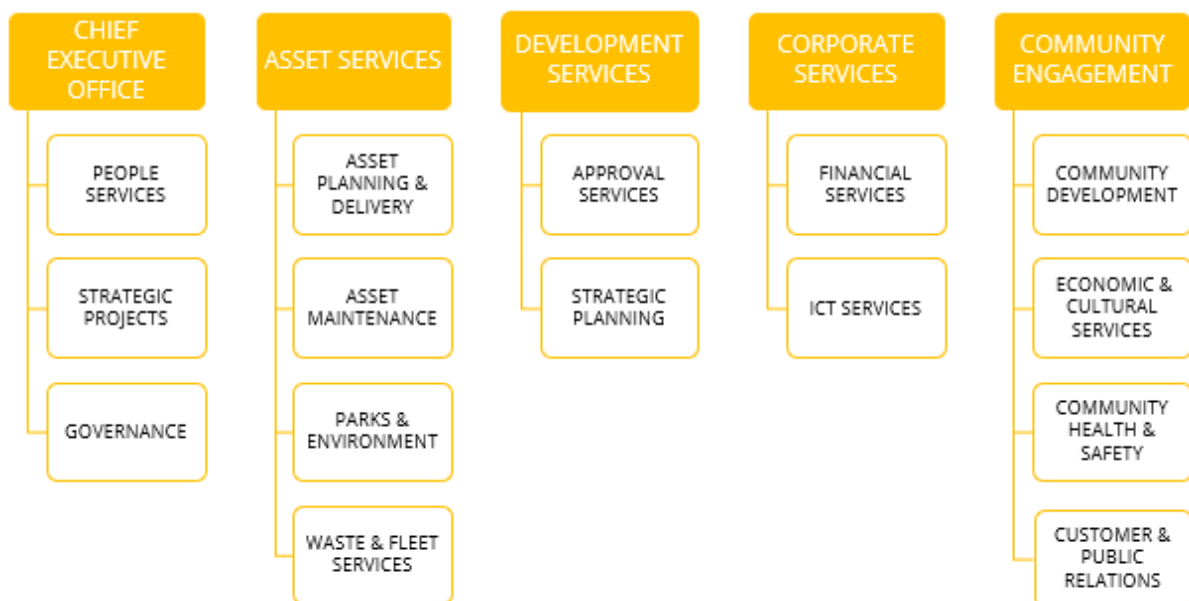
OUR VALUES

SERVICE Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.

PROFESSIONALISM Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.

QUALITY Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To effectively supervise and support the environmental health team to ensure the delivery of various public health activities, programs, and projects to enhance and protect the health and well-being of the community in accordance with statutory obligations, the Corporate Business Plan, operational procedures, and Council policies, with a strong emphasis on efficiency and process improvement.

KEY RESULT AREAS

EXECUTIVE (DIRECTORS AND MANAGER) SUPPORT

Ensure the Coordinator Environmental Health is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the development and provision of best practice internal and external customer service.

OPERATIONAL PLANNING

Employ the mindset of continuous improvement to all work tasks and motivate and enable others to deliver high quality work that contributes to the strategic direction of the City.

CORPORATE SUPPORT AND CUSTOMER SERVICE

The management and delivery of public health programs proactively maintain and further foster excellence in customer service values and culture throughout the City (internally and the community), including the ability to provide factual, technical and consistent information. positive image of Council being promoted to the community.

SUPERVISION OF THE ENVIRONMENTAL HEALTH SERVICES TEAM

Provide technical, professional, high quality; dynamic, innovative and proactive leadership to the Environmental Health team to support a productive and effective team.

Keep informed of current trends and initiatives and ensure the team is made aware to assist with their involvement in continuing professional development, including regular and constructive performance feedback.

Provide direction and achievable goal setting to the environmental health team, while setting a positive example through consistently demonstrating the City's values.

Manage the performance evaluation reviews (PES) for positions under your direct supervision.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.

- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Bachelor of Science (Environmental Health) or equivalent as approved by the Chief Health Officer - Department of Health.
- Suitably qualified to be gazetted as an authorised person for the purposes of controlling noise under the provisions of the *Environmental Protection Act 1986*

SELECTION CRITERIA

1. A minimum of 2 years previous experience in Environmental Health within local government.
2. Sound knowledge of statutory requirements relevant to public health including the Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Environmental Protection Act 1986, Food Act 2008 and all associated regulations.
3. Highly developed written and verbal communication skills including interpersonal skills, report writing, consultation, correspondence, negotiation, with the ability to liaise with a broad range of stakeholders.
4. Well-developed skills in the operation of Microsoft Office suite of products.
5. Proven performance delivery in an environmental health context demonstrating an ability to meet set goals and targets.
6. Experience in health promotion (desirable).
7. Post graduate qualifications in public health or a related discipline (desirable).

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Walking, squatting, kneeling, bending, and standing and negotiating movement when attending community inspections and emergency events.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Community Health and Safety

DATE PD REVIEWED/APPROVED: 7 September 2023
