

POSITION DESCRIPTION

POSITION TITLE	Environmental Health Officer
DIRECTORATE - SECTION	Community Engagement – Community Health & Safety
LEVEL - EBA	6 – 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.

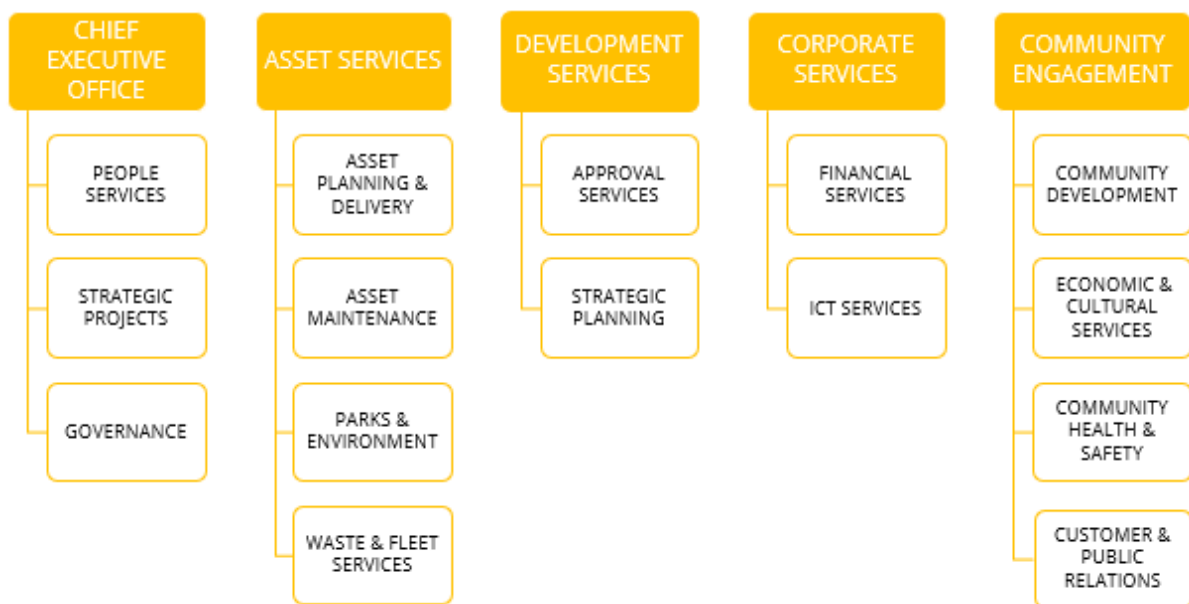
OUR VALUES

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 provide a district level environmental health service covering legislative, environmental, public health, educational and customer services.

KEY RESULT AREAS

COMMUNICATION AND CUSTOMER SERVICE

- Ability to express technical concepts effectively, both verbally and in writing relating these to business value, needs and drivers.
- Developed written and verbal communication skills including interpersonal skills, report writing, consultation, correspondence, negotiation and meeting participation skills with the ability to relate to all sections of the community.
- Ability to provide excellence in customer service.
- Work closely with the Environmental Health team to ensure that the unit delivers a consistent and cohesive level of service, which meets or exceeds the needs of our customers.
- Strong customer focus and a genuine desire to assist at all levels.

RESEARCH, DOCUMENTATION AND PRESENTATION OF FACTS

- Well-developed analytical and problem-solving skills.
- Accurate presentation of advice, instruction / guidance and research findings, both verbally and in writing, via all standard forms of business communication (including email, memo, letters, reports, draft policies & procedures; and on occasion the development and delivery of visual presentations).

ADMINISTRATION

- Developed ability to prioritise and work in a timely manner to achieve set outcomes.
- Developed ability to provide accurate advice, both verbally and written, via all standard forms of business communication (including email, memo, letters and reports).

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

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.

SELECTION CRITERIA

1. Previous experience in Environmental Health within local government.
2. Developed written and verbal communication skills including interpersonal skills, report writing, consultation, correspondence, negotiation and meeting participation skills with the ability to relate to all sections of the community.
3. Well-developed skills in the operation of Office 365 apps.
4. Proven performance delivery in an environmental health context demonstrating an ability to meet set goals and targets.
5. Authorised person and inspector under the Environmental Protection Act 1986 Sections 87 & 88.
6. Experience in health promotion (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).
- Driving, walking, standing and negotiating uneven and unstable ground & level surfaces while conducting inspections as required subject to situational risk assessment.

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 & Safety
DATE PD REVIEWED/APPROVED: 17 February 2023
