

ENVIRONMENTAL HEALTH OFFICER POSITION DESCRIPTION

Position title	Environmental Health Officer
Classification	<p>MOA Level 3.1-5.3 (Dependent upon qualifications, skills and experience). The rate of salaries to be paid to Environmental Health Officers will be in accordance with the rates set out in Schedule 1 of the current Eastern Health Authority Enterprise Agreement 2013-2016 (EA) .</p> <p>New Graduates:</p> <p>New graduates that qualify for level 3.1 classification under the EA; additional work or academic experience, may result in a higher commencement classification at the discretion of the Chief Executive Officer 'CEO'.</p> <p>Experienced Environmental Health Officers:</p> <p>The classification level, on which experienced applicants commence their employment, will be dependent on years of service, work experience and ability; and will be subject to negotiations between CEO and the applicant.</p>
Reports to	Reports to the CEO, working under regular direction of this officer, however operative supervision is provided by the Team Leader – Environmental Health “Team Leader”.
Direct reports	Nil
Position purpose	To administer the SA Public Health Act, Food Act, Food Hygiene Regulations and other relevant legislation; to provide a safe and healthy environment within EHA; to participate in or undertake various public and environmental health projects as required.
Key working relationships	<p>The Environmental Health Officer is required to work as part of a multi-disciplinary team of staff in the delivery of an efficient and effective range of services to customers in public and environmental health.</p> <p>Reporting to the Team Leader, the incumbent will be responsible for specialised activities that ensure a high level of food safety and environmental hygiene for residents and visitors within council areas covered by EHA.</p> <p>Environmental Health Officers are also expected to work closely with the Constituent Councils, as well as external organisations, including SA Health and DCSI.</p>

<p>Special requirements</p>	<ul style="list-style-type: none"> • Occasional/Regular after hours work including weekends may be required. • A minimum medical capacity to perform a range of functions, including sampling, climbing etc is essential. • There is a requirement to become a Mandatory reporter as part of the role. • A criminal history check. • Current car driver's license is essential.
<p>MAJOR ACCOUNTABILITIES/RESPONSIBILITIES</p>	
<p>Service delivery</p>	<p>Timely response to internal and external customer needs including elected members, members of the community and Constituent Councils.</p> <p>Discharge legislative responsibilities efficiently and effectively.</p> <p>Maintenance of high standard of public and environmental health activities within the community. Promotion of public and environmental health initiatives and services.</p> <p>Ensure the quality, cost and timeliness in all service provision.</p> <p>Support a corporate continuous improvement philosophy within the team(s).</p>
<p>Projects</p>	<p>Undertaking of public and environmental health projects in addition to fulfilling EHA's statutory responsibilities.</p>
<p>Policies and procedures</p>	<p>Adherence to and participation in the provision of input to public and environmental health strategy and policy development.</p>
<p>Monitoring and reporting</p>	<p>Ensure accurate and appropriate data collection and entry on to EHA's information management systems during the conduct of routine surveillance and investigations.</p> <p>Contribute to regular reports on the status of public and environmental health in EHA's Constituent Council areas.</p>
<p>Customer service</p>	<p>To ensure the effective and efficient delivery of service from the Environmental Health Team and assist other functional areas of EHA as requested.</p> <p>Participation in the development of Customer Service standards for the team(s).</p>

CORPORATE REQUIREMENTS

We expect these things of all employees of the EHA

<p>Planning and achieving outcomes</p>	<p>Contribute towards the organisation's planning processes. Ensure the achievement of agreed personal, team, departmental and organisational measures and outcomes identified through strategic plans, business plans, performance development plans, budgets and external funding agreements. Ensure ongoing measurement and reporting of these outcomes</p>
<p>Work Health and Safety</p>	<p>Take reasonable care for the health and safety of oneself and others. Adopt work practices that support our WHS management system and approach.</p>
<p>Equity and diversity</p>	<p>Contribute to the delivery of equity and diversity principles and procedures and other workplace regulations.</p>
<p>Risk</p>	<p>Implement appropriate risk management strategies within the team/section to identify and mitigate risks in accordance with corporate requirements.</p>
<p>Organisational requirements</p>	<p>Adhere to corporate policies, procedures, guidelines and standards. In particular, but not limited to, our <i>Organisational Values, Code of Conduct for Employees, E-Mail access management policy, Internet World Wide Web Access Management Policy, Management of Unsatisfactory Performance and Unacceptable Behaviour procedures.</i></p>
<p>Using corporate systems</p>	<p>Manage projects and corporate documentation in accordance with the organisation's project and corporate management systems/guidelines on electronic records management.</p>
<p>As a member of our organisation</p>	<p>Participate in corporate activities related to the position or as required. Conduct and participate in internal and community engagement projects as required. Contribute to service and process reviews and risk management processes.</p>

POSITIONS SKILLS, KNOWLEDGE AND EXPERIENCE	
Essential	Tertiary qualification in Environmental Health, or equivalent, as approved by the Minister with eligibility for membership of Environmental Health Australia.
Comprehensive understanding and experience	<p>In the administration of the SA Public Health Act, Food Act, Food Hygiene Regulations, Supported Residential Facilities Act and other relevant legislation including environmental health and food safety monitoring, surveillance and customer request resolution.</p> <p>In the professional, technical and administrative responsibilities of an Environmental Health Officer.</p> <p>To exercise balanced professional judgement in the subjective matters.</p> <p>Implementation and review of methods and approaches in decision-making process.</p>
Highly developed	<p>Ability to prioritise and organise work to meet conflicting demands.</p> <p>Ability to develop positive relationships with customers and to resolve difficulties with service provision.</p> <p>Interpersonal skills that encourage the development and cooperation and support of others.</p> <p>Level of oral and written communication skills which enable communication at all levels through appropriate mechanisms.</p> <p>Ability to make independent decisions, having regard to policy guidelines, organisational practice and political influences.</p> <p>Ability to exercise independent and objective professional judgement in day-to-day operations.</p> <p>Also demonstrated ability to work in a confidential environment and respect confidentiality.</p> <p>Ability to work under limited direction.</p> <p>Ability to interpret and apply legislative requirements and standards.</p> <p>A flexible lateral approach to problem solving.</p>

<p>Corporate skills, knowledge and experience</p>	<p>Demonstrated commitment to customer service and continuous improvement.</p> <p>Demonstrated commitment to teamwork and the maintenance of a supportive work environment.</p> <p>Working knowledge of Microsoft Office suite and use of corporate technology.</p> <p>Application of corporate record management principles and requirements, preferably TRIM.</p> <p>Application of equity and diversity principles, WHS and injury management procedures and participative work practices.</p>
<p>Desirable</p>	
<p>Qualifications/Experience</p>	<p>Qualified Food Safety Auditor and eligibility for Department of Health Approved Food Safety Auditor status</p> <p>Knowledge of team based working environments.</p> <p>Skills in community consultation and good presentation skills.</p> <p>Knowledge of preparation and terminology of legal documentation and procedures.</p> <p>Knowledge of Local Government’s operations and its public and environmental health function.</p> <p>Experience in project work in the field of public and environmental health.</p>

As we work together to build a high performance culture, we are guided by our corporate values. This is what it means to work for EHA.



I have read and understood the above Position Description.

Signature and Name..... Date: