

JOB DESCRIPTION

Position: ENVIRONMENTAL HEALTH OFFICER
CADET/GRADUATE

Department: DEVELOPMENT AND REGULATION

Reports to: ENVIRONMENTAL HEALTH OFFICER

Stream/Level: South Australian Municipal Salaried Officers Award
and associated Enterprise Agreement

Incumbent: Vacant

Date Appointed: TBA



VISION

"REGIONAL LEADER - ECONOMIC HUB - QUALITY LIFESTYLE"

By 2030 the Port Pirie Region is the premier regional centre in South Australia where residents and visitors want to be.

MISSION

To be a progressive organisation that strives for excellence, leads with integrity and delivers positive outcomes for the community.

CORE VALUES

Port Pirie Regional Council is committed to the following core values:

- ❖ Service Delivery Excellence
- ❖ Accountability
- ❖ Honesty, Integrity and Transparency
- ❖ Ethical Behaviour and Good Governance
- ❖ Inclusivity
- ❖ Team Work and Professionalism

Position Objectives	Key Result Areas
<p>Primarily to assist the Environmental Health Officer to provide environmental health services to the District Councils of Mount Remarkable, Orroroo Carrieton, Peterborough, Flinders Ranges Council and Northern Areas Council by:</p> <ul style="list-style-type: none"> • the achievement of compliant standards of public health and adequate measures to ensure the protection of Public Health and the prevention of domestic squalor. • the inspection of premises with respect to food intended for human consumption and ensure standards of hygiene in relation to the manufacture, distribution and storage of food for human consumption are maintained. • the investigation of complaints, requests for advice or assistance in regard to infectious personal conditions, vermin control or other public health matters. • compliance with the South Australian Public Health Act to protect individuals and communities from risks to public health by conducting inspections and serving notices as required under the Act. • the compliant operation of Community Wastewater Management Systems (CWMS). • the inspection and approval of waste control systems to ensure compliance with the waste control regulations. <p>To act in the absence of the Environmental Health Officer</p> <p>Comply with Council's Work (WHS) policies</p> <p>Demonstrate Council's values in all decisions and your conduct</p> <p>Employees have an obligation to meet the Health and Safety requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.</p>	<p>PUBLIC & ENVIRONMENTAL HEALTH</p> <p>SAFETY</p> <p>CULTURE</p> <p>RECORDS MANAGEMENT</p>

Key Result Areas	Key Tasks	Performance Indicators
PUBLIC & ENVIRONMENTAL HEALTH	<p>To assist the Environmental Health Officer to provide environmental health services to the District Councils of Mount Remarkable, Orroroo Carrieton, Peterborough, Flinders Ranges Council and Northern Areas Council by:</p> <ul style="list-style-type: none"> • the maintenance of a Register of all premises used to prepare, store or consume food intended for human consumption and support regular inspections of these premises to ensure compliance with the Food Act 2001 and the Australia New Zealand Food Safety Standards. • the investigation all food related complaints including food poisoning and take appropriate action. • checking plans and specifications and liaise with proprietors and key stakeholders regarding establishing new food premises or alterations to existing premises. • the maintenance of a Register of public swimming pools and spas and regularly monitor these pools to ensure correct levels of disinfectant and that they are maintained in a hygienic condition. • the coordination and implementation of mosquito control programs. • instigating vermin control programs, including feral bird population monitoring and education, as necessary. • the investigation of complaints, requests for advice or assistance in regard to communicable diseases and vermin infestations and support any necessary action to assist in eliminating the problems. • the inspection and assessment of operations, plans and specifications of nursing homes, rest homes and hostels to ensure compliance with relevant licensing regulations. • the investigation of health related complaints relating to air, waste water and other forms of pollution. • the completion of searches, on properties for sale by land agents, as required under the Land and Business (Sale and Conveyancing) Act. • the research, compilation and preparation of documentation to assist Council's solicitors in the preparation of prosecutions relevant to statutes administered by the position. • researching and compiling statistical information as required from time to time by the Council, the State Government and other organisations. • the investigation of complaints regarding sub-standard housing and, where premises are considered unfit for human habitation, prepare reports for consideration of Council. • the assessment of operations of CWMS and septic tank installations ensuring compliance with relevant regulations and acts. 	<p>All premises used for the storage, preparation and consumption of food comply with the Food Act and the Australia New Zealand Food Safety Standards.</p> <p>All complaints logged and attended to in a timely manner.</p> <p>New and existing premises comply with the relevant Acts/Codes/Regulations.</p> <p>Register up to date and all swimming pools recorded as compliance with regulations.</p> <p>Program in place and regular reports tendered to Council.</p> <p>Programs in place to control vermin and feral birds.</p> <p>Minimisation of vermin and communicable / notifiable diseases.</p> <p>Nursing homes comply with regulations.</p> <p>All health related complaints recorded and appropriate action taken in a timely manner.</p> <p>Searches completed within time frames.</p> <p>Successful prosecution of offenders who do not comply with statutes.</p> <p>Accuracy of statistical information.</p> <p>Substandard housing not inhabited by humans.</p> <p>Registers maintained and up to date and all premises registered and compliant.</p>

Key Result Areas	Key Tasks	Performance Indicators
PUBLIC & ENVIRONMENTAL HEALTH (Cont)	<ul style="list-style-type: none"> • the maintenance of a register of all High Risk Manufactured Water Systems. Ensure annual inspection and registration fees are paid and certificates issued. • the assessment and inspection of On-Site Wastewater Works to ensure compliance with waste control regulations. • the administration, investigations and report any infringements of Acts, Regulations, Standards and By-laws within the jurisdiction of the Environmental Health Officer. <p>Act in the absence of the Environmental Health Officer</p>	<p>CWMS operating efficiently and effectively.</p> <p>On-Site Wastewater Works installed in accordance with relevant legislation and are maintained in a sanitary condition.</p> <p>All relevant Acts/Regulations/Standards/Bylaws are complied with.</p> <p>Duties and tasks undertaken as required.</p>
CULTURE	<p>Promote Council's values through decision making and actions that demonstrate alignment.</p> <p>Encourage staff that you work with to be aware of Council's values and their integration in decision making.</p>	<p>Demonstration and promotion of Council's values.</p>
RECORDS MANAGEMENT	<p>Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.</p>	<p>Adherence to the applicable Council's records management policies, procedures and User Guide.</p> <p>Follow defined information management practices, policies and procedures for all records created and received in the conduct of Council's business.</p> <p>Appropriate, timely and accurate completion of all records, as required.</p> <p>Participation in staff training as required and as directed.</p>

<p>PERSONAL SAFETY</p>	<p>To take reasonable care of their own safety and that of others at work.</p> <p>To obey all instructions from their supervisors issued to protect their own personal health and safety and that of others and not to perform any procedure or task unless they have received appropriate training and instruction.</p> <p>To take such action as is within their competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimize hazards of which they are aware in regard to working conditions or methods.</p> <p>To report any accident, injury or near miss which arises in the course of their work. And also to provide input into solutions for resolving them.</p> <p>Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program.</p> <p>To keep work areas in a safe condition.</p> <p>To ensure that they are not, by the consumption of alcohol or a drug, in such state to endanger their own safety or that of others. And report any prescribed medication that may adversely affect your performance.</p> <p>Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.</p> <p>To not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.</p> <p>To take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.</p> <p>Support and take active part in consultative activities, including (but not limited to) meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy & procedure reviews and job safety analysis.</p> <p>Ensure that record keeping requirements are met including (but not limited to), completion and return of medical, induction, incident, hazard and training documentations, documentation of start up checks, equipment maintenance, job safety analysis and road work records.</p>	<p>Participation in the development of policies, procedure and safe work procedures and abiding by them. Comply with One System and any other applicable legislation.</p> <p>Participation in training as per training program. Not operating plant or equipment without appropriate competency having been attained.</p> <p>Active participation in the identification and control of hazards in the workplace. This could be via participation in work site inspections or risk assessment.</p> <p>Completion of hazard reports or incident reports for all incidents. It can also be raising items for action or implementing corrective action within their jurisdiction.</p> <p>Maintaining housekeeping standards.</p> <p>Work performance not being impaired due to the consumption of drugs or alcohol. The reporting of any prescription drug that may affect working safely.</p> <p>Equipment used in accordance with safety instructions, kept clean and in sound working condition.</p> <p>All safety guards in place unless appropriate tag out procedure applied for maintenance.</p> <p>Active participation in the election process and abiding by legislated election processes.</p> <p>Awareness of the consultative policy and procedures.</p> <p>Records available for scrutiny and meet audit requirements</p>
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Person Specification

Qualifications	<p>To hold, or to be in pursuit of, an approved Environmental Health Qualification for appointment as a local authorised officer pursuant to Section 45 of the South Australian Public Health Act 2011.</p> <p>Holder of a current SA driver's licence.</p>
Knowledge	<p>Developing operational knowledge to administer the Council's responsibilities pursuant to the following Legislation;</p> <ul style="list-style-type: none"> • The South Australian Public Health Act • The Food Act • The Housing Improvement Act • The Local Government Act in relation to Health matters • Council By-laws • Any other Act/Code/Standards/Regulation relevant to the position. <p>Developing knowledge of Council's policies and procedures.</p> <p>Developing knowledge of Synergy Soft Local Government System.</p>
Skills	<p>Highly developed communicate skills with developing ability to communicate effectively with all levels of Council staff and public, both verbally and in writing.</p> <p>Possess organisational and coordination skills appropriate to maintaining accurate records and have demonstrated and efficient time management skills in order to meet required deadlines.</p> <p>High level of skills in the use of computers and appropriate software relevant to the position, including but not limited to MS Office.</p> <p>Demonstrated ability to maintain a high level of confidentiality, as required.</p>
Personal Attributes	<p>Strong commitment to a customer service orientated team.</p> <p>Must be practical, efficient, accurate and responsible, whilst making judgments with guidance and support.</p> <p>Must be able to work well under pressure, communicate professionally with people and be non-judgmental with available guidance and support.</p>
Level of Authority	<p>To work under the direction and guidance of the Environmental Health Officer, and over time exercising an increasing level of judgement and application of qualifications and knowledge.</p>
Job Requirements	<p>Some after-hours work and intrastate travel may be required.</p> <p>This position will be working across multiple Local Government Areas and will involve travel between sites.</p>

Person Specification

Training	<p>Continuously update knowledge of Public Health matters through trade literature, circulars, newsletters and technical brochures.</p> <p>Attend training sessions, seminars and conferences to achieve and maintain skills and performance.</p>
Work Health and Safety (WHS)	<p>Operate in compliance with WHS legislation, regulations, codes of practice and standards.</p> <p>Utilise safe working practices applicable to own work area and practices.</p> <p>Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.</p>

Signed: _____ (Employee)/...../.....

Approved By: _____ (Director)/...../.....

Date Position Created: 2021

Date Last Reviewed: May 2021