



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Environmental Health Officer
Department:	Health and Regulatory Services
Responsible to:	Director Health and Regulatory Services
Position:	Permanent Full time - 76 hours per fortnight
Salary:	Negotiable depending on experience and qualifications
Award:	<i>Local Government Officers' (Western Australia) Award 2021</i> Level 7

SECTION 2 - POSITION FUNCTION

Purpose

Contribute to delivering a range of public and environmental health services that aim to protect and promote health, prevent the incidence of infectious diseases, safeguard the environment and enhance quality of life in the community. As part of a trans-disciplinary team approach to environmental health, contributes to strategic planning, implementation and evaluation of the Shire of Halls Creek Aboriginal Environmental Health Program Strategy and Community Environmental Health Action Plans and programs. All positions will be required to undertake roles and activities related to Business Continuity and Emergency Management in preparation for and during times of crisis.

SECTION 3 - KEY DUTIES & RESPONSIBILITIES

1. Assist the Director to develop business plans, budget, policies and objectives for the Regulatory Services Department. (the Department)

Contributes to the development of the Strategic Plan and Principal Plan of Activities, identifying appropriate directions and goals for the Department, in consultation with the Director Health and Regulatory Services, Councillors, staff and the community.

2. Assess environmental health conditions and services in all communities in the Shire of Halls Creek. Coordinates and participates in the promotion of positive environmental health practices to individuals, families and communities. Works closely with members of other regional environmental health teams.

Implements programs to decrease the incidence and prevalence of communicable diseases in the Shire's Aboriginal communities.

3. Undertake various environmental health inspections to ensure compliance with health legislation, including local laws, under the jurisdiction of the Regulatory Services Department.

The Environmental Health Officer is an appointed Authorised Officer under various health related legislation. The authorised officer is required to assist the public, industry and other groups to comply with legislation, Shire policy and local laws through education, persuasion, instructions, orders and directions as appropriate.

4. Examine plans and building applications for houses, shops and factories to ensure compliance with the provisions of the Public Health Act 2016.

All development and building works are in accordance with applicable legislation and Shire policies.

5. Examine plans, inspect septic tanks and issue Certificates of Completion. Inspect soils subject to building permits and determine suitability for effluent disposal.

All septic tanks and other alternative waste disposal systems are installed in accordance with applicable legislation and Shire policies.

6. Inspect and monitor public buildings in accordance with legislation, guidelines and procedures.

Regular inspections and audits are conducted and identified problems are reported.

7. Investigate general complaints, noise complaints and pollution complaints and issue rectification notices as required.

Issues resolved in accordance with the Shire's policies and procedures.

8. Investigate cases of reportable and notifiable diseases as required.

Investigate reportable and notifiable disease to establish the source of infection and implement or recommend control and preventive measures.

9. Undertake mosquito control duties as required under the Shire's vector control plan.

10. Manage and maintain the Shire's waste management and cemetery facilities in compliance with the Department of Environmental Regulation licensing requirements and other relevant legislation.

Assist the community when preparing for burials in the Halls Creek Cemetery.

11. Maintain records of all food inspections, food sampling by Government Analyst, water quality test results and all mandatory trade licences as required by applicable legislation falling under the jurisdiction of the Department.

Applications are processed as expeditiously as possible, so as not to unnecessarily impede economic development.

12. Ensure (in cooperation with the Records Manager) that all documents for which the Environmental Health Officer has responsibility are registered and managed in accordance with the Document Management Plan approved by the Chief Executive Officer.

Enter all records and correspondence into the Shire records system regularly.

13. Comply with Work Health and Safety (WHS) legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to the Director Health and Regulatory Services immediately.

Ensure the practice of high standards of safety and health for all Health and Regulatory team members.

SECTION 5 - SELECTION CRITERIA

Essential:	<ul style="list-style-type: none"> • Bachelor of Science (Environmental Health) degree or equivalent qualifications, able to be appointed as an Authorised Officer according to the WA Public Health Act 2016. • A passion for environmental and public health work and a desire to contribute to the health and wellbeing of our community • Exceptional customer service skills and an ability to negotiate positive outcomes that benefit our community • Sound technical knowledge related to health inspections and audits, public health, health education, health promotion and enforcement processes • Current clean 'C' class drivers licence. • Working with Children check. • National Police clearance.
Desirable:	<ul style="list-style-type: none"> • Experience working in Aboriginal Communities.

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.				
Organisational Relationships	<p>Internal and External Liaison:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Internal</td> <td>All Shire Staff</td> </tr> <tr> <td>External</td> <td> General Public Other health service providers NGOs Department of Health (Environmental Health Directorate) </td> </tr> </table>	Internal	All Shire Staff	External	General Public Other health service providers NGOs Department of Health (Environmental Health Directorate)
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Extent of Authority	Works in accordance with general direction from the Director Health and Regulatory Services				
Employment Terms	A Probationary period of 6 months will apply to this position in accordance with Shire policy.				

Shire Policy Requirements	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police clearance prior to appointment and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Working with Children Clearance It is a requirement to have a current WWC clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Medical It is a requirement for all employees of the Shire of Halls Creek to undertake a medical prior to appointment with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.</p> <p>Driver's License Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p>
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SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Susan Leonard 28/06/2024
Susan Leonard Date
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed