



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Environmental Health Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: 6 to 7
Reports to:	Manager Environmental Health Services	
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Provide a professional service to internal and external customers regarding all matters relating to Environmental Health to ensure effective performance of the Directorate.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

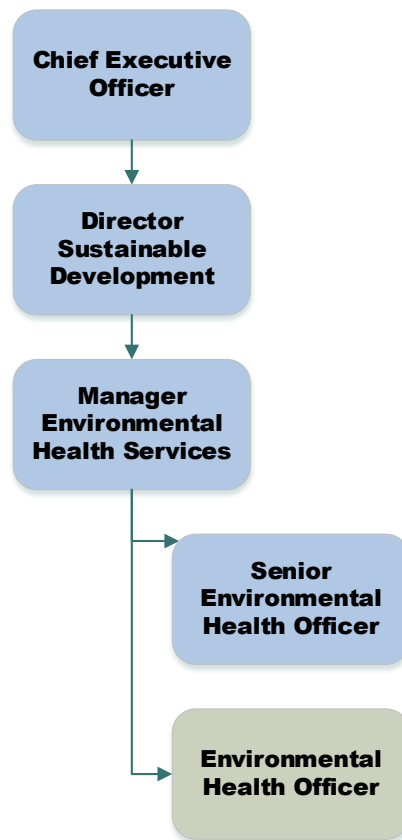
Key functions	Specific duties
Customer service	<ul style="list-style-type: none">• Provide specific advice and recommendations to customers on matters relating to Environmental Health.• Ensure compliance with relevant legislation and contribute to the achievement of the organisation objectives.• Proactively assist with development and implementation of program initiatives directed at improving customer service.
Development control	<ul style="list-style-type: none">• Provide direction and technical guidance on matters related to environmental health control within the Shire to a wide range of external and internal stakeholders.• Determine routine environmental health applications.• Undertake a range of environmental health related inspections, licensing and public health promotion programs.• Assist in the development, implementation and review of environmental health strategies, policies, local laws, guidelines and processes.• Provide specialist environmental health information, advice, reports and recommendations.• Meat inspection duties may be required for the approval of animals for human consumption which could include the species sheep, goats, beef, pigs and potentially game meat.
Liaison	<ul style="list-style-type: none">• Liaise with the Directorate in the assessment of environmental health impacts of developments.• Undertake environmental health projects where required by the Manager Environmental Health Services or Director Sustainable Development.• Assist Senior Environmental Health Officer, Manager Environmental Health Services and/or Director Sustainable Development with

	<p>general compliance monitoring and attendance at the State Administrative Tribunal when appropriate.</p>
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current “C” Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire’s Occupational Safety and risk principles. • Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. • Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

The position operates under the general direction of the Manager Environmental Health Services and Director Sustainable Development within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995* and any other relevant Legislation, Regulations or Acts.

7. Your team



8. Position selection criteria

Essential

1. Bachelor of Applied Science Degree (Environmental Health) or other formal/tertiary qualifications acceptable to the Department of Health.
2. Comprehensive knowledge of environmental health principles, legislation, standards, polices, procedures and practices and a demonstrated ability to apply these in a practical manner.
3. Demonstrated verbal and written skills and ability to follow procedures and policies as they apply to the position.
4. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
5. Ability to work as an effective team member and solve problems and conflict with others.

Desirable

1. Experience within Local Government in an environmental health role.
2. Demonstrated experience in managing event applications and regulatory compliance to ensure community safety and satisfaction of events.