

**Graduate Environmental Health Officer**

Burdekin Shire Council is seeking applications for a Graduate Environmental Health Officer to assist our team in providing public health and environmental health services to the Burdekin Shire.

Under graduates nearing completion of their studies are encouraged to apply.

**The Position**

The key responsibilities include:

- Undertake and/or assist with the assessment of premises regulated by Environmental Health in accordance with relevant State Government legislation or Council Local Laws. This includes inspection, enforcement, education, maintenance of registers and administrative activities.
- Investigate and take further action as required to resolve environmental health complaints.
- Undertake investigation, auditing, sampling and enforcement activities for compliance with relevant environmental legislation.
- Assist in the investigation and monitoring of environmental health issues.
- Complete assessment of applications for licences and permits.
- Assist in implementing environmental health programs as they apply to special events, markets, festivals and shows.
- Participate in disaster management planning as well as respond to disasters affecting the Shire or local area.

**The Person**

The successful applicant will possess the following attributes at a minimum:

- Bachelor's degree in environmental health in an Australian course accredited by Environmental Health Australia to then be eligible for membership into Environmental Health Australia.
- Demonstrated knowledge of the duties that an Environmental Health Officer working for Local Government performs.
- Demonstrated sound written and verbal communication skills.
- Demonstrated sound time management skills.
- Experience in the use of computer systems especially Microsoft products such as Word, Excel and Outlook as well as Database systems.
- Current 'C' class driver's licence for a manual car.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 5 (\$85,321pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **20/13 - Graduate Environmental Health Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

## **Job Vacancy 20/13**

### **Graduate Environmental Health Officer**

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 20/13, PO Box 974, Ayr Qld 4807

Applications close on Friday, 28 February 2020 at 5.00pm.

For further information contact Preeti Prayaga – Coordinator - Public Health and Environment on (07) 4783 9800.

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It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

**Essential**

1. Bachelor's degree in environmental health in an Australian course accredited by Environmental Health Australia to then be eligible for membership into Environmental Health Australia.
2. Demonstrated knowledge of the duties that an Environmental Health Officer working for Local Government performs.
3. Demonstrated sound written and verbal communication skills.
4. Demonstrated sound time management skills.
5. Experience in the use of computer systems especially Microsoft products such as Word, Excel and Outlook as well as Database systems.
6. Current 'C' class driver's licence for a manual car.

**Desirable**

1. Demonstrated sound level of interpersonal skills relating to negotiation, conflict resolution, decision making and problem solving.

### Graduate Environmental Health Officer

<b>Position Number</b>	30163
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Award Section</b>	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
<b>Award Level</b>	Level 5
<b>Reports To</b>	Coordinator - Public Health and Environment
<b>Place of Employment</b>	Council Chambers, 145 Young Street, Ayr

### Position Objective

Provide public health and environmental health services to the Burdekin Shire and work collaboratively as a member of the Environmental and Health Services team.

### Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Undertake and/or assist with the assessment of premises regulated by Environmental Health in accordance with relevant State Government legislation or Council Local Laws. This includes inspection, enforcement, education, maintenance of registers and administrative activities. Inspections are predominantly during business hours however some after-hours and weekend inspections are required.
- Investigate and take further action as required to resolve environmental health complaints as delegated and contact any involved parties using correspondence, phone calls and interviews to ensure a suitable resolution within given timeframes while using appropriate levels of tact and discretion.
- Undertake investigation, auditing, sampling and enforcement activities for compliance with relevant environmental legislation including preparation of appropriate Orders and Notices.
- Assist in the investigation and monitoring of environmental health issues including but not limited to undertaking noise assessments and apply appropriate actions to address the issue.
- Complete assessment of applications for licences and permits; assessment of the environmental health and/or environmental protection aspects of development applications and environmental authorities; and preparation of funding submissions.
- Complete standard forms and prepare written correspondence, memos, reports, grant submission applications, meeting agendas, minutes and action lists, media releases, procedures and educational material.
- Assist in the collection of water samples from external customers and council facilities.
- Assist in implementing environmental health programs as they apply to special events, markets, festivals and shows.

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- Present training and give advice to staff, community-based organisations, industry representatives and students on food hygiene, public health and environmental matters.
- Assist with the monitoring of vector control activities.
- Represent Council at meetings, forums, festivals, events as well as industry working groups and community consultations as required.
- Administer and maintain an up-to-date knowledge of legislation, Council Local Laws, policies and procedures including:
  - *Food Act 2006*
  - *Environmental Protection Act 1994*
  - *Public Health Act 2005*
  - *Public Health (Infection Control for Personal Appearance Services) Act 2003*
  - *Waste Reduction and Recycling Act 2011*
  - *Local Government Act 2009*
- Participate in disaster management planning as well as respond to disasters affecting the Shire or local area.
- Assist actively with the promotion and community education of public health, environment and Council issues including updating Council's website and developing educational material.
- Perform such other duties as directed from time to time by the Coordinator or Manager for which the employee is skilled, competent and trained.

**Position Requirements****Knowledge**

- Knowledge of work practices and procedures.
- Knowledge of relevant Councils local laws, and other legislation relating to Environmental Health.
- Knowledge of Council's organisational structure and the functions and interrelationships of other Departments.

**Skills**

- Computer literacy skills and experience with Microsoft Office suite of applications such as Word, Excel, Outlook.
- Sound time management and organisational skills.
- Sound written communication skills including letter writing and preparation of memos and reports.
- Sound verbal communication skills.
- Sound inter-personal communication skills.
- Sound negotiation and conflict resolution skills.
- Sound financial skills in budget management and reconciliation of expenditure.
- Sound decision making and problem-solving skills.
- Skills in the use of a variety of technical equipment associated with Environmental Health duties.

**Abilities**

- Ability to communicate effectively with employees of all levels across the organization and the public.
- Ability to handle general queries and customer requests.

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- Ability to use initiative to develop own work plans and outcomes in progressive years in the position.
- Ability to manage competing needs in the workplace.
- Ability to support environmental health staff to ensure all required work functions are undertaken in required time frames.
- Willingness to learn and develop skills.

**Other Requirements**

- Immunisation record for Hepatitis A and Hepatitis B.
- Personal characteristics of honesty, integrity, adaptability, motivation and enthusiasm.
- Apply conditions of confidentiality to all work-related documents, situations and information.

**Experience and Qualifications**

- Bachelor's degree in the field of Environmental Health.
- Current Driver's License: Class 'C' manual licence.
- General Construction Induction White Card.
- Authorised Persons Course.
- Working in Proximity to Traffic Parts 1 & 2.

**Award Classification**

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

**Organisational Relationships**

- Works under general direction.
- Supervises other employees.

**Extent of Authority**

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems generally found in documented techniques, precedents, guidelines or instructions. Assistance is available when required.

**Core Competencies**

These competencies relate to positions at this Award level:

**Teamwork**

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

**Graduate Environmental Health Officer****Customer Service**

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

**Communication**

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

**Quality**

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

**Environment**

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

**Work Health and Safety**

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

**Efficiency**

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.



#### General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, ECM DataWorks.
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.