



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION  
DESCRIPTION



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Environmental Health Officer	<b>CLASSIFICATION</b>	Level Three (3) – Four (4)
<b>DIRECTORATE</b>	Planning, Environment & Community Services	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement as varied and replaced from time to time
<b>DEPARTMENT</b>	Community Education & Compliance	<b>REPORTS TO</b>	Lead Environmental Health Officer
<b>POSITION NO.</b>	64,511.00	<b>LAST REVIEW DATE</b>	May 2024

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

## B. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering Council's primary community and customer facing services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... Building communities through engagement, trust, innovation and value.

## C. DEPARTMENT & POSITION SUMMARY:

The Community Education and Compliance (CEC) Department aims to promote an integrated, education-first approach to Council's responsibilities in maintaining public order, health, safety, and wellbeing within our communities. The department is dedicated to enhancing the understanding and capacity of residents,

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business owners, and visitors regarding their obligations to comply with policies and standards related to the built and natural environment, food safety, local laws, and animal management.

The Environmental Health Officer has core responsibilities for ensuring the physical health and wellbeing of the community, delivered through a range of regulatory, inspection, monitoring and public education activities. Under direction of the Lead Environmental Health Officer, the position delivers practical and customer-focussed service in delivery of Council's food safety and inspection programs, environmental monitoring, and compliance activities, as well as a range of business permitting and licensing activities within the Community Education and Compliance department's remit.

As a member of a multidisciplinary team, the Environmental Health Officer will work collaboratively across all areas of the department and Council to provide efficient and effective services to our communities, delivering outcomes that are of a high standard, consistent with Council and community expectations.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Deliver environmental health services to the community in a professional manner, striving to safeguard, promote, and enhance public and environmental health through regulatory compliance and proactive initiatives;
2. Conduct legislative compliance activities within the Isaac region's statutory requirements, adhering to the provisions outlined in the *Local Government Act 2009*, *Food Act 2006*, *Public Health Act 2005*, *Environmental Protection Act 1994*, *Waste Reduction and Recycling Act 2011*, *Water Supply (Safety and Reliability) Act 2008*, and Isaac Regional Council Local Laws;
3. Under the direction and guidance of the Lead Environmental Health Officer, undertake environmental health assessments, audits, investigations, inspections, monitoring and sampling and enforce appropriate legislation;
4. Provide high quality customer service standards in delivery of environmental health activities and services to protect the community and environment;
5. Undertake assessment activities on relevant business/food safety/environmental compliance applications for new and existing premises, issuing necessary approvals and conditions as required;
6. Prepare high quality written reports outlining details of investigation activities and recommendations for delegate consideration on environmental health matters;
7. Gather and present evidence, including documentation, for potential prosecution of offences under applicable legislation when required.;
8. Manage operational and service-related complaints and issues efficiently, ensuring prompt identification and appropriate action. Escalate matters to senior officers when necessary.
9. Support the implementation of behaviour change programs and education resources in consultation and collaboration with Lead Environmental Health Officer, Community Education & Compliance Department and other relevant stakeholders to improve environmental health services and standards within the Isaac region;
10. Support the provision of specialised advice to Council staff, Council, and the community on environmental and public health matters.
11. Contribute to policy formation, procedures, and projects within the Community Education and Compliance Department;

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12. Promote environmental best practices in the Isaac region, providing guidance to internal and external clients on legislative and site management enquiries;
13. Support environmental health program review processes, applying a best practice and continuous improvement approach;
14. Foster positive community outcomes by establishing and maintaining respectful, collaborative relationships with team members and stakeholders both internally and externally;
15. Maintain accurate records of work activities in accordance with corporate standards and procedures;
16. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.
17. Deliver promotional, education and project activities that seek to improve environmental health outcomes.

## E. KEY COMPETENCIES:

### Level 3

*To be considered for appointment at Level Three (3), candidates must demonstrate:*

#### **Knowledge and skills**

1. Sound technical knowledge encompassing public health, environmental protection, health promotion, social issues and relevant legislative requirements in Queensland;
2. Demonstrated capacity to conduct research and draft correspondence, reports, and other documentation.
3. Strong communication skills (both oral and written) and interpersonal abilities focused on delivering quality customer service.
4. Robust time management, planning, and organisational skills.
5. Proficiency in operating Council's computer systems, including ECM, Pathway, and the MS Office Suite.

#### **Experience**

1. Relevant practical training provided through tertiary education in Environmental Health practice.
2. Understanding of pertinent policies, long-term goals, and objectives within Environmental Health and Local Government contexts.
3. Understanding in Environmental Health Law, particularly as it pertains to the duties and functions of the position, as well as internal and external interactions with Council stakeholders.
4. Ability to demonstrate working under general direction with freedom to act within defined established practices.
5. Proficiency in Microsoft applications is required. Applicants may need to undergo pre-employment testing.

#### **Qualifications**

1. Tertiary qualifications in Environmental Health (or equivalent) and eligibility for membership to the Environmental Health Australia; or significant progress towards completion of the Environmental Health Australia accredited qualification, including completion of relevant course work or subjects in food safety and inspections.

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## **Level 4**

*To be considered for appointment at Level Four (4), candidates must demonstrate (in addition to the requirements for appointment at Level Three (3)):*

### **Essential**

1. Applied practical knowledge and capability to interpret relevant Legislation, Australian Standards, Local Laws, and Policies in environmental health.
2. Thorough understanding of work activities, practices, and procedures within the Unit.
3. Exceptional communication skills (both oral and written) and highly developed interpersonal abilities focused on providing top-tier customer service.
4. Demonstrated proficiency in conflict resolution and negotiation, adept at resolving issues at grassroots levels.
5. Proven ability to conduct research and compose responses for correspondence, reports, and other documentation.
6. Exceptional time management, planning, and organizational skills.
7. Adherence to high ethical standards in fulfilling responsibilities associated with the role.
8. Proficient operation of Council's computer systems, including ECM, Pathway, and the MS Office Suite.

### **Experience**

1. Attained at least two (2) years' experience in undertaking investigations and determining appropriate compliance or enforcement strategies as an Environmental Health Officer fulfilling the duties of this Position Description; and
2. Previous satisfactory employment as a Local Government Environmental Health Officer or similar fulfilling the duties of this Position Description.
3. Ability to demonstrate working under general direction with freedom to act within defined established practices.

### **Qualifications**

1. Completed tertiary qualifications in Environmental Health (or equivalent) and eligibility for membership to the Environmental Health Australia;
2. Completion of a Certificate IV in Government Investigations/Diploma of Justice Studies in conjunction to the above is highly desirable; and

### **Position Specific Requirements & Conditions**

1. The role requires the possession of a current C Class Open Australian Drivers Licence.
2. The successful candidate will need to be appointed as an 'authorised person' and pass a 'powers of entry' test for the relevant legislation.
3. This position is required to undertake (a) frequent travel by motor vehicle for patrols of the region with accommodation provided by Council often unaccompanied and through remote and isolated areas.

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## A. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

### Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

### Specific Actions Required:

This job may include:

- | Standing/Walking                              | Sitting                                       | Driving                                       |
|---|---|---|
| <input type="checkbox"/> None                 | <input type="checkbox"/> None                 | <input type="checkbox"/> None                 |
| <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional           |
| <input checked="" type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs            | <input checked="" type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs            | <input checked="" type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs            |
| <input type="checkbox"/> 6 - 8 Hrs            | <input type="checkbox"/> 6 - 8 Hrs            | <input type="checkbox"/> 6 - 8 Hrs            |

### Work Environment:

- | Attribute:    | Yes                                 | No                       |
|---------------|-------------------------------------|--------------------------|
| Chemicals     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cold          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dampness      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fumes/Gases   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heights       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noise         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

### Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

### This Job Will Require:

- | Manoeuvre | Frequent                 | Occasional                          | None                     |
|-----------|--------------------------|-------------------------------------|--------------------------|
| Bending   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## B. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

### EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

## C. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:



## Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

## Equipment Operated

1. Computer, motor vehicle

## D. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality
  - b. Promoting the Public Good
  - c. Commitment to the system of government
  - d. Accountability and transparency

#### Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

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## Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## E. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently 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 direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

## F. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		





## Isaac Regional Council

We're delivering in a changing world



### OUR VISION

Helping to energise the world.  
A region that feeds, powers and builds communities, now and for the future.



### OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.



### OUR VALUES

#### COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

#### CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

#### TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

#### POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

**At Isaac, the how matters.**