POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>SENIOR ENVIRONMENTAL HEALTH OFFICER</th>
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</thead>
<tbody>
<tr>
<td>WORKPLACE AGREEMENT:</td>
<td>CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 13, 2019</td>
</tr>
<tr>
<td>CLASSIFICATION:</td>
<td>SAMSOA Level 6-7</td>
</tr>
<tr>
<td>DEPARTMENT / DIVISION:</td>
<td>CITY DEVELOPMENT/ENVIRONMENTAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>POLICE CLEARANCE:</td>
<td>REQUIRED</td>
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<tr>
<td>REPORTS TO:</td>
<td>MANAGER ENVIRONMENTAL HEALTH AND SAFETY</td>
</tr>
<tr>
<td>DIRECT REPORTS:</td>
<td>NONE</td>
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<tr>
<td>POSITION NUMBER:</td>
<td>000884</td>
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</table>

POSITION OBJECTIVES:

- To protect and promote a high standard of public and environmental health within the City of Salisbury to maintain the health, safety, and amenity of the community and the environment.
- To undertake duties of an Environmental Health Officer within the City of Salisbury pursuant to the relevant Acts, Regulations and By-Laws.
- To provide operational leadership of allocated activities and projects and coordinate staff and resources on a day-to-day basis to ensure effective and efficient service delivery.
- To advise and liaise with customers and the community in all matters relevant to the Section.
- To assist with the administration, direction and performance of the Public and Environmental Health Services Section.
- Promote and project the Council’s image as an effective and efficient organisation, with a strong emphasis on customer service.

VALUES AND BEHAVIOURS:

These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes.
and a great place to work.

**Respectful**
- Create a sense of belonging & pride in the Salisbury community
- Respect individual differences
- Speak up if it is not respectful
- Look after the wellbeing of ourselves and those around us

**Accountable**
- Take personal ownership and follow through
- Deliver on what we say we will do
- Believe that the Community comes first
- Speak up when it is important

**Collaborative**
- Work together committed to a common purpose
- Openly share information
- Find ways to connect people for better outcomes

**Helpful**
- Listen and focus on what we can do
- Imagine new futures and look for new opportunities
- Make a positive difference

### KEY RESPONSIBILITIES:
- Schedule and co-ordinate the allocated activities and projects that are in the scope of responsibility of Council’s Public And Environmental Health Services Section.
- Set and review activity targets for staff to achieve the outcomes of the Sections Business Plan.
- Provides direct assistance, advice and support to staff within the Public and Environmental Health Section and provide solutions to complex regulatory enforcement problems.
- Act as a reference point for employees of other departments on Public and Environmental Health matters and policy review.
- Provide support and direction to the development of the Public and Environmental Health Team, including mentoring of officers with less experience.
- Liaise with customers and external organisations in relation to Public and Environmental Health matters and policy review.
- Provide support to the Manager Environmental Health and Safety with the performance development reviews of staff.
- Assist in the preparation of Business Plans, Budgets and Service Agreements as they relate to the activities of the Section.
- Maintain adequate records and data and compile reports as required by the Manager Environmental Health and Safety or Senior Management.
- Ensure the Manager Environmental Health and Safety is properly and adequately informed on the operations of the Section
- Provide the Manager Environmental Health and Safety and...
management with advice and information on issues that impact on the ability of the Section to deliver on planned outcomes.

- Subject to Council’s certificate of authority, undertake the duties and responsibilities of an authorised officer/person for the prescribed legislation applicable to the Public and Environmental Health Services Team and activities as specified in the Sections Business Plan.

- Under Delegated Authority as prescribed by Council delegations, undertake all delegated duties as prescribed for the position.

- Undertake and support Food Safety Auditing for eligible premises both within Salisbury and in other Council areas.

- Investigate and report any reported breaches of the Acts and Regulations relevant to the Public and Environmental Health Section and implement required enforcement action in accordance with Enforcement Policy.

- Project and promote the image of Council as professional, efficient and courteous.

- Act in a manner which supports high standards of customer service and the achievement of performance goals effectively and efficiently.

- Actively contribute to the Team’s culture of Continuous Improvement and review operating processes and procedures to improve service delivery.

- Investigate and make recommendations for the implementation of new technologies to improve operational efficiencies

- Any other duties required by the organisation and or Manager Environmental Health and Safety, which are consistent with the classification criteria.

**WHS RESPONSIBILITIES:**

- Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.

- Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.

- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.

- Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.

- Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.

- Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).

**GENERAL RESPONSIBILITIES:**

- To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.

- To manage all Corporate Records in accordance with
required procedures.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

**COMPETENCIES:**
- To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing

**ESSENTIAL SELECTION CRITERIA:**
(SKILLS/ KNOWLEDGE/ EXPERIENCE/ QUALIFICATIONS ETC)

<table>
<thead>
<tr>
<th>Experience and/or Qualifications</th>
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<tbody>
<tr>
<td>Bachelor of Applied Science in Environmental Health or equivalent.</td>
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<tr>
<td>In-depth knowledge of public and environmental health procedures, processes and Local Government structure and processes.</td>
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<tr>
<td>Qualifications that enable eligibility for certification with RABQSA and SA Health in food safety auditing</td>
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<tr>
<td>A Current Class A1 driving licence.</td>
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**Knowledge**
An in depth knowledge of the following Acts and associated regulations:
- SA Public Health Act 2011
- Supported Residential Facilities Act 1992
- Local Government Act 1999
- Environment Protection Act 1993
- Local Nuisance and Litter Control Act 2016
- Relevant codes of practice and guidelines associated with the above legislation.
- Plumbing and Drainage Codes.
- Working knowledge of Development Act.
- Working and or developing knowledge of management principles and team development
- A working knowledge of computers and keyboard operation, including Microsoft Office products and Council Information Technology programs

**Skills**
- The ability to coordinate and organise to the extent that the functions of the nominated activities and projects are carried out efficiently and effectively.
- First line management skills including planning, organising, providing feedback, leading and communicating.
- Must be self motivated to carry out allocated tasks in an efficient and effective manner
- Maintain a thorough understanding of all appropriate legislation in order to assess and evaluate issues relating to the legislation.
- Must have proven capability in Public and Environmental Health work and in maintaining high exposure with the public.
- Understand investigative procedures including researching, taking of evidence, preparing court briefs and presenting evidence in court.
- Communicate clearly with patience and consideration.
- Skills in time management, meeting procedures and problem solving.

**DESIRABLE SELECTION CRITERIA: (SKILLS/KNOWLEDGE/EXPERIENCE/QUALIFICATIONS ETC)**

- Certified Management Training highly desirable
- Experience in a senior Environmental Health role in a team environment with a regulatory focus on public health and safety goals.
- Negotiation and conflict resolution skills.
- An understanding and experience with the use of mobile technology including tablets and portable devices that facilitate field based work.

**SPECIAL CONDITIONS: (IF REQUIRED)**

- Some out of hours and weekend work will be required.
- Some intrastate travel, (including air travel) will be required to provide Public and Environmental Health Services to other local or regional Authorities.
- The occupant will be expected to maintain professional associations and accreditation.

**EXTENT OF AUTHORITY:**

- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

**AGREEMENT:**

**GENERAL MANAGER:**

- **SIGNATURE:**
- **DATE:**

**MANAGER PEOPLE & CULTURE:**

- **SIGNATURE:**
- **DATE:**

This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.

**POSITION INCUMBENT NAME:**

- **SIGNATURE:**
- **DATE:**