

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.

POSITION TITLE:	ENVIRONMENTAL NUISANCE OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT 15 - 2023
CLASSIFICATION:	MOA LEVEL 4
DEPARTMENT / DIVISION:	CITY DEVELOPMENT/ ENVIRONMENTAL HEALTH & COMMUNITY COMPLIANCE
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER ENVIRONMENTAL HEALTH
DIRECT REPORTS:	NIL
POSITION NUMBER:	TBC

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • To professionally undertake duties of an Environmental Nuisance Officer within the City of Salisbury pursuant to the relevant Acts, Regulations and By-Laws, including but not limited to: <ul style="list-style-type: none"> • Local Government Act 1999 • Local Nuisance and Litter Control Act 2016 • Environment Protection Act 1993 • Expiation of Offences Act 1996. • To exercise the powers, duties and functions of Council as delegated to the position of Environmental Nuisance Officer. • To protect and promote a high standard of public safety and environmental quality within the City of Salisbury to maintain the safety, security and amenity of residents and the environment.
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	<ul style="list-style-type: none"> • To advise and liaise with residents, businesses, and the community in all matters pursuant to legislation relevant to the Position and the Section. • Conduct investigations, initiate and represent Council in prosecution proceedings in Court and support Environmental health Officers in complex investigations. • Promote and project the Council’s image as an effective and efficient organisation, with a strong emphasis on customer service.
<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don’t feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • 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 <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Administer and enforce the Acts and Regulations relevant to the responsibility and functions of the Environmental Health and Community Compliance Divisions as they relate to local nuisances and litter control in a manner that displays respect and professionalism for both Council staff and the community. • Respond to requests for service relating to a range of issues including local nuisances and litter control and related public health and environmental protection matters. • Conduct routine inspections relating to local nuisances and litter control and related public health and environmental protection matters to assess compliance with the Acts and Regulations. • Undertake relevant enforcement action as required and in accordance with Council’s Enforcement Policy and in accordance with delegated authority.

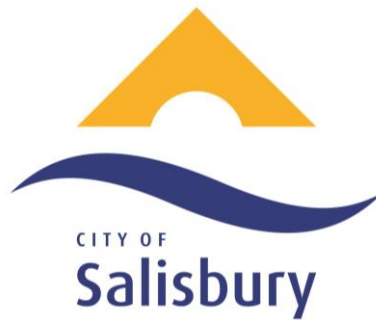
	<ul style="list-style-type: none"> • Assess and make informed decisions on complex matters with limited direction. • Conduct interviews, record statements and collect evidence with a view to possible court proceedings and make recommendations for consideration by the Team Leader Environmental Health or relevant Manager. • Develop, implement, and promote education and awareness programs to facilitate compliance awareness. • As required and in accordance with authority represent Council as a witness in statutory appeals process and or court proceedings related to relevant enforcement action. • Collaborate with relevant stakeholders, including government agencies, legal representatives, and community members, to address local nuisance and litter control and related public health and environmental protection matters. • Create and maintain adequate records and data and compile reports as required by the Team Leader Environmental Health and or relevant Manager utilising the organisational and corporate systems relevant to the Division. • Ensure the Team Leader Environmental Health and or relevant Manager is properly and adequately informed on daily operations and activities conducted. • Immediately report any dangerous situations or incidences to relevant managers and take appropriate action to ensure that officers of Council and members of the Community are aware of the danger. • Project and promote the image of Council as professional, efficient and courteous. • As a member of the Environmental Health Team, work independently and cohesively in a manner which supports the whole team to provide good customer service and achieve its performance goals effectively and efficiently. • Actively contribute to the Team's culture of Continuous Improvement by developing, contributing and implementing projects and initiatives as identified in the Environmental Health Team Business plan or as otherwise identified or suggested. • Assist in the development and implementation of operational programs/projects and initiatives that support the Environmental Health & Community Compliance Division including business plans and relevant projects. • Assist members of the Environmental Health and Community Compliance division on matters related to local nuisance and litter, and public health including hoarding and squalor, and mosquito management. • Actively contribute to and embrace the principles of the organisation's Customer Service Values and Guarantees. • Any other duties required by Team Leader Environmental Health and or relevant Manager which are consistent with the classification criteria.
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WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury and carry out duties in a responsible and safe manner, 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:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Certificate IV in Local Government (Regulatory Services) or relevant equivalent experience in a related discipline • Experience and knowledge in regulatory services or similar discipline. • Comprehensive knowledge of <i>Local Nuisance & Litter Control Act 2016</i> and associated regulations, standards and policies • A working knowledge of the following: <ul style="list-style-type: none"> - <i>SA Public Health Act 2011</i> and Regulations - Relevant portions of the <i>Local Government Act 1999</i> - Relevant portions of the <i>Environment Protection Act 1993</i>, Regulations and associated Environment Protection policies - Relevant codes of practice and guidelines associated with the above legislation. • Current South Australian Driver’s Licence • Exceptional verbal and written communication skills • Exceptional customer service skills, integrity and teamwork

	<ul style="list-style-type: none"> • Must be self-motivated to carry out allocated tasks in an efficient and effective manner • Ability to communicate clearly with patience and consideration • Ability to exercise a high level of interpersonal, conflict resolution and negotiation skills in dealing with the public and key stakeholders • High level of computer literacy in Microsoft Office suite and database software • Demonstrated investigative skills and the ability to take evidence, prepare and serve notices, aid in legal proceedings and present evidence in court. • An aptitude for expressing ideas and concepts through concise and clear verbal and written communication to the public, elected members, staff and other government agencies. • Ability to manage conflict situations to achieve a favourable outcome. • Ability to set priorities and coordinate and manage workflows. • Ability to cope with work pressures, to deal with a number of matters simultaneously and meet deadlines.
<p>DESIRABLE SELECTION CRITERIA:</p>	<ul style="list-style-type: none"> • An in-depth knowledge of the following: <ul style="list-style-type: none"> - <i>SA Public Health Act 2011</i> and Regulations. - <i>Local Government Act 1999</i> - <i>Environment Protection Act 1993</i>, Regulations and associated Environment Protection policies - Relevant codes of practice and guidelines associated with the above legislation. • An understanding and experience with the use of mobile technology including tablets and portable devices that facilitate field-based work. • Familiarity with workplace procedures for risk identification, risk assessment and risk control. • Knowledge in undertaking highly complex investigations and investigative process, planning and reporting • Ability to set priorities and coordinate and monitor own workflows.
<p>SPECIAL CONDITIONS:</p>	<ul style="list-style-type: none"> • Some out of hours and weekend work may be required to conduct investigations. • The occupant will be expected to maintain professional associations and accreditation. • Professional development opportunities will be provided where appropriate. • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> - <i>Local Government Act 1999</i> - <i>Local Nuisance and Litter Control Act 2016</i> - <i>Environment Protection Act 1993</i>

	- <i>Expiation of Offences Act 1996.</i>
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	<p>This position has been identified as a "Prescribed Position" under Council's Criminal and Relevant History Screening Procedures.</p> <p>Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.</p>

AGREEMENT:		
POSITION INCUMBENT NAME:	SIGNATURE:	DATE:



POSITION DESCRIPTION

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POSITION TITLE:	ENVIRONMENTAL NUISANCE OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT 15 - 2023
CLASSIFICATION:	MOA LEVEL 5
DEPARTMENT / DIVISION:	CITY DEVELOPMENT/ ENVIRONMENTAL HEALTH & COMMUNITY COMPLIANCE
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER ENVIRONMENTAL HEALTH
DIRECT REPORTS:	NIL
POSITION NUMBER:	TBC

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • To professionally undertake duties of an Environmental Nuisance Officer within the City of Salisbury pursuant to the relevant Acts, Regulations and By-Laws, including but not limited to: <ul style="list-style-type: none"> • Local Government Act 1999 • Local Nuisance and Litter Control Act 2016 • Environment Protection Act 1993 • Expiation of Offences Act 1996. • To exercise the powers, duties and functions of Council as delegated to the position of Environmental Nuisance Officer. • To protect and promote a high standard of public safety and environmental quality within the City of Salisbury to maintain the safety, security and amenity of residents and the environment. • To advise and liaise with residents, businesses, and the community in all matters pursuant to legislation relevant to the Position and the Section.
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	<ul style="list-style-type: none"> • Conduct investigations, initiate and represent Council in prosecution proceedings in Court and support Environmental health Officers in complex investigations. • Promote and project the Council’s image as an effective and efficient organisation, with a strong emphasis on customer service.
<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don’t feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • 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 <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Responsible for the administration and enforcement of the Acts and Regulations relevant to the responsibility and functions of the Environmental Health and Community Compliance Division as they relate to local nuisances and litter control in a manner that displays respect and professionalism for both Council staff and the community. • Plan and organise work schedule to ensure operational requirements are met in accordance with business plan and customer service standards. • Respond to requests for service relating to a range of issues including local nuisances and litter control and related public health and environmental protection matters. • Conduct routine inspections relating to local nuisances and litter control and related public health and environmental protection matters to assess compliance with the Acts and Regulations. • Undertake relevant enforcement action as required and in accordance with Council’s Enforcement Policy and in accordance with delegated authority.

	<ul style="list-style-type: none">• Exercise initiative and judgement to assess and make informed decisions and find solutions on complex matters.• Provide advice and guidance to other Council staff responsible for local nuisance and litter activities.• Conduct interviews, record statements and collect evidence with a view to possible court proceedings and make recommendations for consideration by the Team Leader Environmental Health or relevant Manager.• Develop, implement, and promote education and awareness programs to facilitate compliance awareness.• As required and in accordance with delegated authority represent Council and or appear as a witness in statutory appeals process and or court proceedings related to relevant enforcement action.• Collaborate with relevant stakeholders, including government agencies, legal representatives, and community members, to address local nuisance and litter control and related public health and environmental protection matters.• Create and maintain adequate records and data and compile reports on operational matters as required by the Team Leader Environmental Health and or relevant Manager utilising the organisational and corporate systems relevant to the Division.• Develop and review operational procedures and provide recommendations for improvements to Team Leader Environmental Health and or relevant Manager.• Ensure the Team Leader Environmental Health and or relevant Manager is properly and adequately informed on daily operations and activities conducted.• Immediately report any dangerous situations or incidences to relevant managers and take appropriate action to ensure that officers of Council and members of the Community are aware of the danger.• Project and promote the image of Council as professional, efficient and courteous.• As a member of the Environmental Health Team, work independently and cohesively in a manner which supports the whole team to provide good customer service and achieve its performance goals effectively and efficiently.• Actively contribute to the Team's culture of Continuous Improvement by developing, contributing and implementing projects and initiatives as identified in the Environmental Health Team Business plan or as otherwise identified or suggested.• Develop and implement of operational programs/projects and initiatives that support the Environmental Health & Community Compliance Division including supporting business plan and relevant projects.• Assist members of the Environmental Health and Community Compliance division on matters related to local nuisance and litter, and public health including hoarding and squalor, and mosquito management.
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	<ul style="list-style-type: none"> Actively contribute to and embrace the principles of the organisation's Customer Service Values and Guarantees. Any other duties required by Team Leader Environmental Health and or relevant Manager which are consistent with the classification criteria.
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> Observe and comply with all health and safety policies and procedures within the City of Salisbury and carry out duties in a responsible and safe manner, 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).
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COMPETENCIES:	<ul style="list-style-type: none"> To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> Relevant degree or diploma in Environmental Health or similar. Significant experience and knowledge in regulatory services or similar discipline. Comprehensive knowledge of <i>Local Nuisance & Litter Control Act 2016</i> and associated regulations, standards and policies A working knowledge of the following: <ul style="list-style-type: none"> <i>SA Public Health Act 2011</i> and Regulations Relevant portions of the <i>Local Government Act 1999</i> Relevant portions of the <i>Environment Protection Act 1993</i>, Regulations and associated Environment Protection policies Relevant codes of practice and guidelines associated with the above legislation.

	<ul style="list-style-type: none"> • Current South Australian Driver’s Licence • Exceptional verbal and written communication skills • Exceptional customer service skills, integrity and teamwork • Must be self-motivated to carry out allocated tasks in an efficient and effective manner • Ability to communicate clearly with patience and consideration • Ability to exercise a high level of interpersonal, conflict resolution and negotiation skills in dealing with the public and key stakeholders • High level of computer literacy in Microsoft Office suite and database software • Demonstrated investigative skills and the ability to take evidence, prepare and serve notices, aid in legal proceedings and present evidence in court. • An aptitude for expressing ideas and concepts through concise and clear verbal and written communication to the public, elected members, staff and other government agencies. • Ability to manage conflict situations to achieve a favourable outcome. • Ability to set priorities and coordinate and manage workflows. • Ability to cope with work pressures, to deal with a number of matters simultaneously and meet deadlines.
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<p>SPECIAL CONDITIONS: (IF REQUIRED)</p>	<ul style="list-style-type: none"> • Some out of hours and weekend work may be required to conduct investigations. • The occupant will be expected to maintain professional associations and accreditation. • Professional development opportunities will be provided where appropriate.

	<ul style="list-style-type: none"> As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> <i>Local Government Act 1999</i> <i>Local Nuisance and Litter Control Act 2016</i> <i>Environment Protection Act 1993</i> <i>Expiation of Offences Act 1996.</i>
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	<p>This position has been identified as a "Prescribed Position" under Council's Criminal and Relevant History Screening Procedures.</p> <p>Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.</p>

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