

## Position Description

### Environmental Health Officer

#### Position profile

|                      |   |                        |                                |
|----------------------|---|------------------------|--------------------------------|
| <b>Business Unit</b> | Compliance                                    | <b>Position number</b> | P10344 P10345 P10346<br>P10347 |
| <b>Department</b>    | City Life                                     | <b>Status</b>          | Full Time Permanent            |
| <b>Salary group</b>  |   | <b>Date Endorsed</b>   | 11 July 2017                   |
| <b>Reports to</b>    | Coordinator Health & Environmental Compliance |                        |                                |

#### Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney’s south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



## Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond – delivering an outstanding customer experience every time

## Primary purpose of the role

Undertake scheduled inspections of regulated premises and activities in line with Council's Operational Plan.

The role is responsible to exercise Council's statutory and policy obligations in relation to public health, environmental health and operational environmental protection.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Assess and provide advice on development applications and Construction Certificates referred from other Council Business Units to ensure compliance with relevant legislation and standards.

- Carry out scheduled inspections of regulated premises and activities in line with Council's operational plans.
- Issue penalty infringement notices, instigate legal proceedings and represent Council to provide evidence in court when required to obtain the required compliance outcome.
- Respond to customer requests regarding issues related to public health, environmental health and environmental protection to provide timely outcomes.
- Participate in relevant Council programs by undertaking monitoring or surveillance to ensure compliance with legislation and procedures.
- Report regularly to the Coordinator Health and Environmental Compliance on results achieved against targets to meet Council and statutory reporting requirements.
- Liaise with consultants and review reports provided on health and environment issues to ensure consistency with applicable legislation and regulations.
- Provide expert advice and information to the community, Council and other stakeholders to raise awareness of community safety matters and keep them informed of relevant legislative and policy requirements and changes.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

## **Key challenges**

- Identifying and resolving customer issues and concerns given the need to provide a timely and appropriate responses to customers and stakeholders.
- Undertaking health and compliance activities in a manner that ensures our natural environment is protected from harm.
- Balancing community expectations, staffing and resources and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.
- Maintaining up to date knowledge of regulatory and policy changes applicable to team investigations practices and processes.

## **Role Dimensions**

### **Decision Making**

- The role is accountable for the delivery of initiatives and activities on time, and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with agreed work team and Council plans.

### **Essential Requirements**

- Relevant tertiary qualifications and equivalent experience in a relevant field.
- Working knowledge of relevant legislation, regulations, statutory authority guidelines and standards.
- A SafeWork NSW white card (general construction induction card).

- Current Drivers Licence Class C
- Carry out inspections and health surveillance after normal business hours as required.

## Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

| NSW Public Sector Capability Framework   |                                       |                     |
|--|---------------------------------------|---------------------|
| Capability Group   | Capability Name                       | Level               |
| <br>Personal Attributes | <b>Display Resilience and Courage</b> | <b>Adept</b>        |
|  | Act with Integrity                    | Intermediate        |
|  | Manage Self                           | Adept               |
|  | Value Diversity                       | Intermediate        |
| <br>Relationships       | <b>Communicate Effectively</b>        | <b>Intermediate</b> |
|  | Commit to Customer Service            | Intermediate        |
|  | Work Collaboratively                  | Intermediate        |
|  | <b>Influence and Negotiate</b>        | <b>Intermediate</b> |
| <br>Results            | <b>Deliver Results</b>                | <b>Intermediate</b> |
|  | Plan and Prioritise                   | Foundational        |
|  | <b>Think and Solve Problems</b>       | <b>Intermediate</b> |
|  | Demonstrate Accountability            | Intermediate        |
| <br>Business Enablers | Finance                               | Foundational        |
|  | <b>Technology</b>                     | <b>Intermediate</b> |
|  | Procurement and Contract Management   | Foundational        |
|  | Project Management                    | Foundational        |

## Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

| NSW Public Sector Capability Framework                       |              |  |
|--|--------------|--|
| Group and Capability   | Level        | Behavioural Indicators   |
| <b>Personal Attributes</b><br>Display Resilience and Courage | Adept        | <ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>                              |
| <b>Relationships</b><br>Communicate Effectively              | Intermediate | <ul style="list-style-type: none"> <li>• Focus on key points and speak in 'Plain English'</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul> |
| <b>Relationships</b><br>Influence and Negotiate              | Intermediate | <ul style="list-style-type: none"> <li>• Utilise facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements</li> <li>• Keep discussion focused on the key issues</li> </ul>   |
| <b>Results</b><br>Deliver Results                            | Intermediate | <ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>   |

## NSW Public Sector Capability Framework

| Group and Capability                       | Level        | Behavioural Indicators  |
|--|--------------|---|
| <b>Results</b><br>Think and Solve Problems | Intermediate | <ul style="list-style-type: none"><li>• Research and analyse information and make recommendations based on relevant evidence</li><li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li><li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li><li>• Identify ways to improve systems or processes which are used by the team/unit</li></ul>   |
| <b>Business Enablers</b><br>Technology     | Intermediate | <ul style="list-style-type: none"><li>• Apply computer applications that enable performance of more complex tasks</li><li>• Apply practical skills in the use of relevant technology</li><li>• Make effective use of records, information and knowledge management functions and systems</li><li>• Understand and comply with information and communications security and acceptable use policies</li><li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li></ul> |

## Corporate Obligations

|                                      |  |
|--------------------------------------|--|
| <b>Budget</b>                        | Council adopted budget for financial year.   |
| <b>Delegations</b>                   | Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.  |
| <b>Risk Management</b>               | Contribute to Council's risk management framework.   |
| <b>Integrated Management Systems</b> | Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.   |
| <b>Workplace Health and Safety</b>   | <p><b>Workers</b> have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> <li>• Participate in the implementation of WHS information within Council's Safety Management System (SMS)</li> <li>• Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations</li> <li>• Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives</li> <li>• Wear personal protective equipment and follow safe work procedures, where relevant</li> <li>• Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and</li> <li>• Participate in incident investigations and risk assessments within 24 hours of notification.</li> </ul> <p><b>INDOOR EMPLOYEE:</b></p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> <li>• Lifting/moving files, storage boxes etc,</li> <li>• Moving equipment for set up and storage,</li> <li>• Moving tables and chairs for meetings or training,</li> <li>• Sitting and working posture when in meetings and at the workstation.</li> </ul> |
| <b>Code of Conduct</b>               | All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.   |
| <b>Customer Service</b>              | Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.  |
| <b>Records Management</b>            | Comply with Council's Records Management policies, procedures and guidelines.  |

**Disclosures of Interest**

Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).

**Equal Employment Opportunity**

Comply with EEO based legislation and Council's policies, procedures and guidelines.

**HUMAN RESOURCES USE (REMOVE EITHER YES OR NO)**

|  |            |
|--|------------|
| Does this position fall under the definition of child related employment?                              | <b>No</b>  |
| Does this position require incumbent to undergo criminal reference check?                              | <b>Yes</b> |
| Does this position require incumbent to demonstrate good driving record or possess a specific licence? | <b>Yes</b> |
| <b>Specify licence:</b> Class C Drivers Licence  | <b>Yes</b> |
| Will incumbent need to make disclosure of pecuniary interest?  | <b>Yes</b> |
| Could there be a conflict of interest with secondary employment?                                       | <b>Yes</b> |