



Mansfield Shire

Position Description

Graduate Environmental
Health Officer

High Country, Lakes and Rivers



Graduate Environmental Health Officer

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
15.21	Band 6	September 2024
Unit	Enquiries	Status (FTE)
Environmental Health	Coordinator Environmental Health	1.0

Position Overview

The Environmental Health Unit is responsible for the day to day provision of Council's environmental health and regulatory services to the Mansfield Shire community and the Alpine Resorts at Mt Buller and Mt Stirling, with specific accountability for environmental health services to fulfill the municipalities statutory obligations. The Graduate Environmental Health Officer will assist with the delivery of this objective.

Key Accountabilities

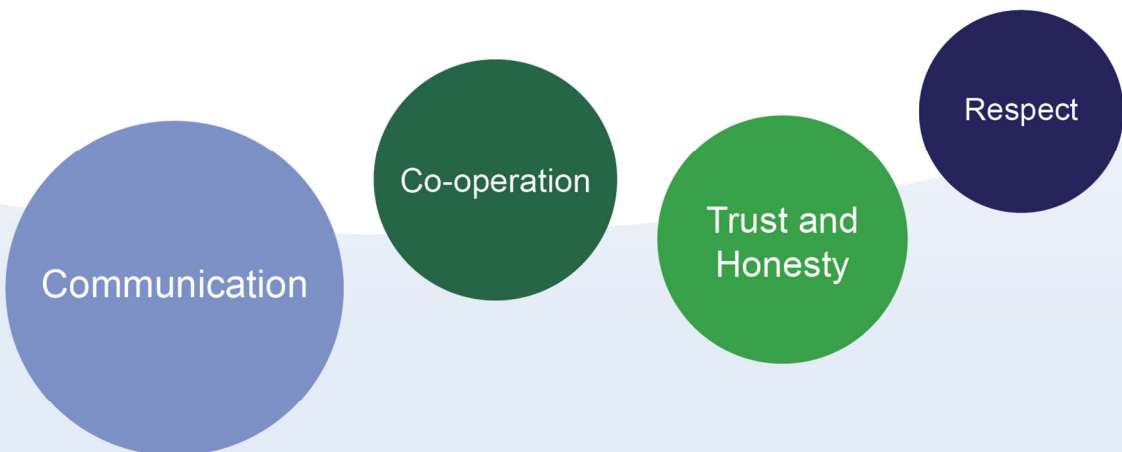
- ▶ Assist Council and proprietors of food premises in management and administration of Food Safety Plans including inspection and recommended enforcement activities.
- ▶ Following appropriate training represent Council in relation to Food Safety Supervisor training at courses conducted by other organisations.
- ▶ Provide advice to proprietors in relation to reticulated water safety including those instances of Private water supplies for food preparation or consumption.
- ▶ Liaise with and as skills are developed, advise Dept of Health, Council's Medical Officer of Health and other Medical Practitioners as appropriate, in the investigation and control of infectious diseases and immunisation.
- ▶ Participate in the organisation and running of annual vaccination programs at schools and assist with the administration of immunisation records.
- ▶ Assist in the implementation of a program of monitoring and testing public swimming pools and provide appropriate advice and/or direction where necessary.
- ▶ Assist Councils Authorised Officers to exercise the Environmental Health Officer's delegated powers under the Local Government Act, the Environment Protection Act and the Public Health & Wellbeing Act 2008 and attend to complaints received



referring to alleged nuisances and pest infestations, effecting investigations necessary and initiate action to correct the cause of complaint.

- ▶ Determine the appropriateness for and recommend in relation to the issuing of Infringement Notices as necessary.
- ▶ Following experience acquisition, exercise Councils delegated powers under the provisions of the Environment Protection Act 1970 in respect of wastewater treatment systems including the issuing of Permits for installations and system usage.
- ▶ Assist with the introduction, implementation and review of Council's Domestic Wastewater Management Plan.
- ▶ Take a role in the finalizing of expired permits and lodgement of service reports.
- ▶ Provide advice and recommendations to Council's Planning Unit and Building Practitioner regarding the suitability of proposed developments necessitating liquid waste disposal other than by reticulated sewerage.
- ▶ Respond to complaints received concerning septic tank installations and assist with the resolution of problems by the provision of advice and/or direction.
- ▶ Maintain records and files pertaining to Environmental Health in accordance with the guidelines and requirements of Council's Records Management System.
- ▶ Assist with the preparation of appropriate applications to Department of Health or Human Services for subsidies and grants in respect of tobacco activity, immunisation & school entry certificates.
- ▶ Maintain computing skills in Microsoft Word, Excel, Lotus Notes and similar for environmental health service provision.
- ▶ Work towards obtaining a thorough knowledge and awareness of relevant statutory legislation pertaining to the position of the Environmental Health Officer generally.
- ▶ Prepare correspondence, directions and notices to proprietors, land owners and others & warnings and/or material for proceedings as required or directed.
- ▶ Assist with health education and promotion projects considered necessary for improvements of the awareness of residents of environmental and public health issues.
- ▶ Subject to specific direction, assist team members by carrying out inspections and dealing with general enquiries for the Building and Planning Services from time to time.
- ▶ Provide advice to other Council Departments on environmental health matters, requirements and considerations as requested.

Our Values



Organisational Relationship

Reports to

Coordinator Environmental Health

Supervises / Manages

Nil

Internal Liaisons

All other staff

External Liaisons

Residents, ratepayers, general public, Proprietors of Registered Premises, architects, tradesmen, solicitors, Government department officers and representatives of the Mt Buller / Stirling Alpine Resort, Medical Officer of Health, medical practitioners, Professional bodies and organisations and educational institutions. Local Government Victoria

Specialist Knowledge and Skills

Knowledge of:

- ▶ Proficiency in theoretical and practical knowledge and ability to accurately interpret associated legislation practices, regulations and by-laws.
- ▶ Local Government and its regulatory and environmental health processes. Environmental health policies and practices, professional practice standards and awareness of current trends and environmental health issues.
- ▶ The key functions of the unit and its relationship to the organisation.
- ▶ Local Government Act 2020,
- ▶ The Public Health & Wellbeing Act 2008,
- ▶ The Food Act 1984
- ▶ The Tobacco Act 1987
- ▶ The Residential Tenancies Act 1997
- ▶ The Environment Protection Act 2017
- ▶ Council plan

Skills and Competencies

- ▶ Ability to analyse applications to determine compliance with relevant legislation and ensure applications are dealt with in prescribed time limits.
- ▶ Records management skills.
- ▶ Computer skills.
- ▶ Customer service skills.
- ▶ Budgeting skills.

Qualifications and Experience

Experience

- ▶ Previous practical and relevant experience as an Environmental Health Officer in Local Government or similar environment.

Qualifications

- ▶ Current Victorian drivers licence
- ▶ Relevant qualification as a Environmental Health Officer

Key Selection Criteria

- ▶ Proficiency in regulatory and environmental services and processes for local government.
- ▶ Well developed communication skills and a demonstrated ability to gain cooperation with clients utilising the service.
- ▶ Developed analytical, investigative, interpretative and problem solving skills.
- ▶ Computing skills in Microsoft Word, Excel etc
- ▶ Ability to manage tasks within set timeframes and plan and prioritise tasks.
- ▶ Ability to work independently.
- ▶ Report writing and report presentation skills including correspondence preparation.
- ▶ Demonstrated ability to complete the technical accountabilities.
- ▶ Evidence of appropriate qualifications for the position.

Position Descriptors – Band 6

Organisational Accountabilities

- ▶ Ensure that the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ An understanding of the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Commitment to and implement the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all Units.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Providing assistance with Municipal Emergency Services as required.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

Management Skills

- ▶ Proven ability in project management, managing time, setting priorities, planning and organising one's work.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety.
- ▶ Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Appropriate skills to achieve the annual business plan and strategic performance objectives set for the position.

Judgement and Decision Making

- ▶ The majority of work is well defined and the duties carried out independently however the nature of the role draws on specialised methods, procedures and processes developed from theory or precedent
- ▶ Problem solving may involve the application of these techniques to new situations and guidance and advice is usually available.

Accountability and Extent of Authority

- ▶ Freedom to act is set by clear objectives, policies and budgets and is subject to specific delegations and frequent consultation with the Senior Accountant and Manager Business and Performance.
- ▶ Provides assistance with the development of policy and procedure drawing on investigative and analytical abilities within area of specific expertise.
- ▶ Authorised to approve expenditure on relevant accounts as determined by the Manager Business and Performance.

Interpersonal Skills

- ▶ Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations.
- ▶ High level interpersonal and written communication skills together with public relations experience.
- ▶ Capacity to deal with sensitive issues, maintain confidentiality and protect privacy.
- ▶ Ability to persuade, convince and negotiate with clients, authorities, stakeholders and other staff members and plan and manage meetings.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of

How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Kelly Mahoney, Coordinator Environmental Health on (03) 5775 8555

More detailed information on how to apply is available at
mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

Employee's
Name

Date: / /



Mansfield Shire