



Position Description

ENVIRONMENTAL HEALTH OFFICER (INTERN)



VALUE-YORK

PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



Empathy



Courage



Respect

Aspirational Value



Excellence



Position Description: Environmental Health Officer (Intern)

Position Number: Y043a

Purpose: To maintain a high standard of environmental health for residents of and visitors to the Shire where the health and well-being of the community and visitors is sustained by strong environmental health practice, education and compliance.

Role Responsibilities

- Ensure that all requirements of the *Health Act 2016*, Regulations and Local laws adopted by Council are complied with including notifiable infectious diseases, food hygiene, water quality, public buildings and noise.
- Ensure plans and specifications are examined for all buildings to be erected to ensure compliance with all relevant legislation in relation to public health.
- Guide and inform community groups and commercial vendors on the appropriate requirements for the preparation and serving of food in public places and other health related matters.
- Inspect to ensure that all Council buildings meet health and safety requirements as part of an asset review program.
- Report on the condition of buildings within the Shire, which may be unfit for human habitation or require demolition.
- Attend Council and Committee meetings as required.
- Be an active and engaged partner with the Development Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited *Policy 08 - Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of Section 28 of the *Work Health and Safety Act 2020 WA*.

Required Skills and Qualifications

Essential

- Highly developed communications skills that inform, provide context and persuade
- Highly developed written skills for concise reporting at a diversity of levels
- Proven interpersonal skills – experience working with members of the public an advantage
- Proven time management and administrative skills
- Demonstrated ability to be self-directed, flexible and work unsupervised
- Proven knowledge of environmental health and related acts
- Environmental health Certificate 4 or similar
- Ability to read and interpret construction plans
- Demonstrated computer literacy – email, Microsoft Suite and smart phone or tablet use
- Demonstrated high accountability achiever who takes pride in their work
- Current C class drivers' licence
- Current Police Clearance

Desirable

- Related tertiary degree

Level of Authority and Organisational Relationships

Reports to:

Environmental Health Officer

Direct Reports:

Nil

Internal Liaisons:

- Executive Managers
- Managers as required
- Development Services Team
- Community staff

External Liaisons

- Local and visiting businesses
- Property owners and local residents
- Volunteer event groups
- Builders and contractors
- Transport company staff
- Other Shire EHOs in the region

Conditions of Employment: Part Time - 2 days (15 hours per week)

Classification: Level 6 - Inside staff EA

Location: Shire Office

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /