



INFORMATION PACKAGE

POSITION VACANT

ENVIRONMENTAL HEALTH OFFICER

- CONTENTS**
- *Position Description*
 - *Capability Framework*
 - *Conditions of Employment*

Thank you for enquiring about this position. After reading the information package, if you would like further information please contact Council's Acting Director Sustainable Growth, David Rowland, on 1300 445 586.

Applications may be e-mailed to hr@hilltops.nsw.gov.au or mailed to:

The General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594



Position Description Environmental Health Officer

Directorate:	Sustainable Growth
Location:	Hilltops Region
Reports to:	Director Sustainable Growth
Grade:	12 – Hilltops Council Salary System
Conditions of Employment:	Permanent, full-time 70-hours per nine-day fortnight Commuter-use vehicle option NSW Local Government (State) Award 2017 9.5% Employer Superannuation Contributions

Council overview

Hilltops Council was established on May 12, 2016 and includes the towns of Boorowa, Harden and Young and their surrounding villages. It is a well-situated agricultural region, centrally located in NSW, just two hours' drive from the national capital in Canberra and four hours from Sydney. It has a diverse economy with a strong rural base and offers a relaxed, country lifestyle with all the benefits that can be found in major regional centres.

Council values



Primary purpose of the position

The role of the Environmental Health Officer is to monitor registered businesses within the municipality to ensure compliance with statutory obligations and the investigation and resolution of various health related service requests. The major accountability of the role is in the quality of advice given and the compliance with statutory requirements, which may impact on the health and wellbeing of the community.

Key accountabilities

At the direction of the Manager Environmental Health & Waste, this position is accountable for:

Environmental Health

- Administration and enforcement of the Acts and Regulations under various legislation and Council policies;
- Responding to all relevant complaints, service requests and instruction in matters relating to Environmental and Public Health, including but not limited to food premises, skin penetration, regulated systems, unhealthy premises, public swimming pools, overgrown blocks, on-site waste management systems and pollution matters;
- Undertaking regulatory inspections and maintain inspection schedules and registers as required under legislation;
- Providing community guidance/education and enforcement in Environmental Health matters;
- Assistance in design/implementation of educational materials;
- Undertaking drinking water and environmental sampling when required;
- Assisting in the assessment of environmental health issues associated with developments and subdivision applications;
- Designing, developing and/or co-ordinating environmental health promotional and education programs within the community;
- Providing professional advice, deliver education and guidance.

Environment

- Investigating and actioning complaints regarding pollution and environmental damage;
- Supporting Council's legislative responsibilities in regard Environmental Reporting, including research and monitoring of environmental factors;
- Assisting with the development or implementation of community information and education programs to increase awareness of sustainability, biodiversity, climate change and Council's role. i.e. stormwater and waterways health, water conservation and reuse, recycling, renewable energy, composting and biodiversity, drought, waste management;
- Working closely with Council's established community networks, schools and non-government organisations to promote key environmental initiatives;
- Assisting in the implementation of the Hilltops Waste Management Strategy.

General

- Actively participate in a team to ensure delivery of Environmental Services according to Council's Delivery and Operational Plans and Policies;
- Maintaining own health and safety and that of other people at the workplace or those who may be affected by the work carried-out;
- Working co-operatively with other Council divisions and state agencies to achieve improved environmental and public health outcomes;
- Performing any other duties as required within the limits of the employee's skill, competence and training.

Essential criteria

1. Bachelor Applied Science (Environmental Health) or similar tertiary qualification acceptable and recognised by Environmental Health Australia;
2. Experience in food safety and experience in Food Inspections in a regulatory capacity;
3. Experience in regulatory capacity under the Protection of the Environment Operations Act 1997;

4. Relevant experience in Environmental Health Practice;
5. Excellent time management and organisational skills;
6. Word processing and computer skills with knowledge of Microsoft software;
7. Demonstrated ability to maintain confidentiality of information;
8. Possession of a current Class C driver's licence (a mandatory condition of employment).

Desirable criteria

1. Previous Local Government experience;
2. Strong interpersonal skills that will contribute to the efficiency of a small team;
3. Demonstrated ability to provide quality assurance in customer service;
4. Experience in education or promotional campaigns in Environmental Health.

Limits of Authority

In carrying out their responsibilities, this position will act within regulations and Council policies and guidelines. The incumbent will often make decisions by choosing appropriate processes or directions, with complex problems being referred to the Manager Environmental Health & Waste.

Organisational Accountabilities

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none"> • Provide effective service to Council customers and the community. • Provide effective service to internal customers. • Present a positive image of Council.

Capabilities for the role

The Local Government Capability Framework (LGCF) describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The LGCF is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Highly Advanced
 Relationships	Demonstrate Accountability	Advanced
	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
 Results	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
	Plan and Prioritise	Advanced
 Resources	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
	Finance	Adept
 Resources	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Advanced	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/region
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management

CONDITIONS OF EMPLOYMENT

Position	Environmental Health Officer
Grade	Grade 12
Salary range	The salary range for this position is \$1,598.73 – \$1,771.35 per week plus 9.5% superannuation
Award	Local Government (State) Award 2017
Employment status	Permanent, full-time
Hours of work	70-hours over a nine-day fortnight
Location	Hilltops Region – the incumbent in this position may be requested to commence work from any of our work locations in the region, either Boorowa, Harden or Young.
Leave entitlements	<p>Four (4) weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year.</p> <p>Three (3) weeks sick leave on commencement, which includes provision for carers leave.</p> <p>Additional three (3) weeks accumulated on the anniversary of commencement.</p> <p>Other leave provisions as per Local Government (State) Award 2017.</p>