

# Position Description

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<b>Position title:</b>	<b>Cadet Environmental Health Officer</b>
Position number:	1235
Group:	Regulatory Services
Reports to position title:	Senior Environmental Health Officer
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay Point 8 - 12
Approved:	June 2026

## About the Group

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The Regulatory Services group comprises of the Building and Plumbing, Environmental Health and City Ranger teams. The group provides a wide range of functions to the community including the issue of permits, licences and approvals to carry out works, and infringements for non-compliance with various legislation.

The group objectives align with our council’s vision and purpose, to respond to community needs and to provide for the health, safety and welfare of the community, in a vibrant, prosperous and sustainable city.

## About the Team

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The purpose of the Environmental Health team is to deliver public and environmental health and other programs relevant to the community, to enhance the health and wellbeing for all people in the community, and to deliver education programs to improve standards.

# Key Responsibilities

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## **Ensure a high level of customer service for the organisation by:**

- Providing accurate information relating to requests and queries from internal and external clients;
- Maintaining relevant records and data bases through entry of information onto relevant computer programs; and
- Undertaking the Health component of the 337 process.

## **Ensure an efficient and effective delivery of public and environmental health programs relevant to the role of the Group by:**

- Assisting in the delivery of public and environmental health and other programs relevant to the role of the Group;
- Assisting in the operations of the immunisation program;
- Undertaking water sampling of pools, beaches, etc;
- Assisting in the investigation of environmental nuisance and public health complaints in relation to the Group's responsibilities; and
- Over time, becoming field proficient with all relevant legislation, by-laws, codes of practice and policies.

## **Ensure general support to the attainment of Group objectives by:**

- Ensuring relevant correspondence, applications, complaints and other requests are dealt with in accordance with agreed policies and statutory requirements in a courteous, timely and professional manner;
- Providing technical/professional support to other Groups within and outside the Group, to the limit of experience and qualifications; and
- Participating in workplace improvement programs/committees.
- Carry out other duties appropriate to skills and training.

# Selection Criteria

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## **Essential**

1. Enrolled in a course of study that meets the Approved Qualifications requirements of the Director of Public Health for appointment as an Environmental Health Officer under the Public Health Act 1997 and an Authorised Officer under the Food Act 2003. A tertiary qualification in science or other relevant field is generally a pre-requisite for enrolment in approved Environmental Health courses.

2. Knowledge of current legislation, by-laws and codes of practice relevant to the position.
3. Developed research skills.
4. A broad understanding of Environmental Health issues.
5. The ability to work in a team environment.
6. Demonstrable skills with Microsoft Office suite of software.
7. Strong interpersonal, written and oral skills.
8. Possess excellent customer service skills.
9. A current drivers licence.
10. Eligible for a working with vulnerable persons card.

### **Desirable**

11. Experience in Local Government with a sound and practical knowledge of environmental health services.
12. Bronze medallion in an open water environment.

## **Authority and Delegations**

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The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

## **Pre-Employment Requirements**

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### **Child and Youth Safety**

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

## **National Police Check**

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.