

Position Description

Position title:	Environmental Health Officer
Position number:	1139
Group:	Regulatory Services
Reports to position title:	Manager Environmental Health
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 19 - 23
Approved:	May 2026

About the Group

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

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

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.
- 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.

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

- Assessing building, plumbing and planning applications under relevant legislation and within established work practices.
- Undertake the on-site wastewater assessment component of the plumbing permit process.
- When required, assist in delivering the school-based vaccination program and fortnightly immunisation clinics to the community.
- Attending to matters relating to statutory applications and licences, including inspections and assessments of food premises, public health risk activities and mass gatherings.
- Investigating and enforcing environmental and public health amenity and safety standard complaints in relation to the Group's responsibilities, including water quality, food safety, domestic wastewater, noise, dust, odours and other environmental and public health nuisances.
- Investigating and where necessary actioning matters relating to the provision of regulatory matters, including gathering evidence in regard to prosecutions, taking statements, circumstantial and direct evidence, drafting letters, notice's, reports, advice's and attendance at court.
- Being proficient in and providing professional advice and guidance to relevant stakeholders in regard to, all relevant legislation, by-laws, codes of practice and policies.
- Undertaking the Health component of the 337 processes.
- Drafting reports and correspondence.
- Assisting in the preparation, review and maintenance of policies and procedures for the Group.
- Assisting with health promotional activities.
- Carry out other duties appropriate to skills and training.

Selection Criteria

Essential

1. Completion of the Bachelor of Health Science (Environmental Health), or an equivalent tertiary qualification.
2. Experience in the application of current legislation, by-laws and codes of practice relevant to the position.
3. Well-developed research skills.
4. A broad understanding of environmental health issues and the ability to effectively educate staff and members of the public in these issues.
5. General knowledge of regulatory business processes, roles and responsibilities within the Council.
6. Display effective personal management skills to consistently achieve high quality work outputs, the ability to prioritise and demonstrated capacity to embrace technological advances that improve regulatory methods.
7. Strong interpersonal, written and oral skills and well-developed computer skills.
8. A current drivers licence and eligible for a working with vulnerable persons card
9. The ability to work in a team environment and self-manage work to achieve group outcomes.

Desirable

10. Experience in Local Government with a sound and practical knowledge of environmental health services, including:
 - building and planning approval assessments.
 - sampling.
 - complaints investigation.
11. An understanding of change management principles.
12. An understanding of business process mapping tools.

Authority and Delegations

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

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.