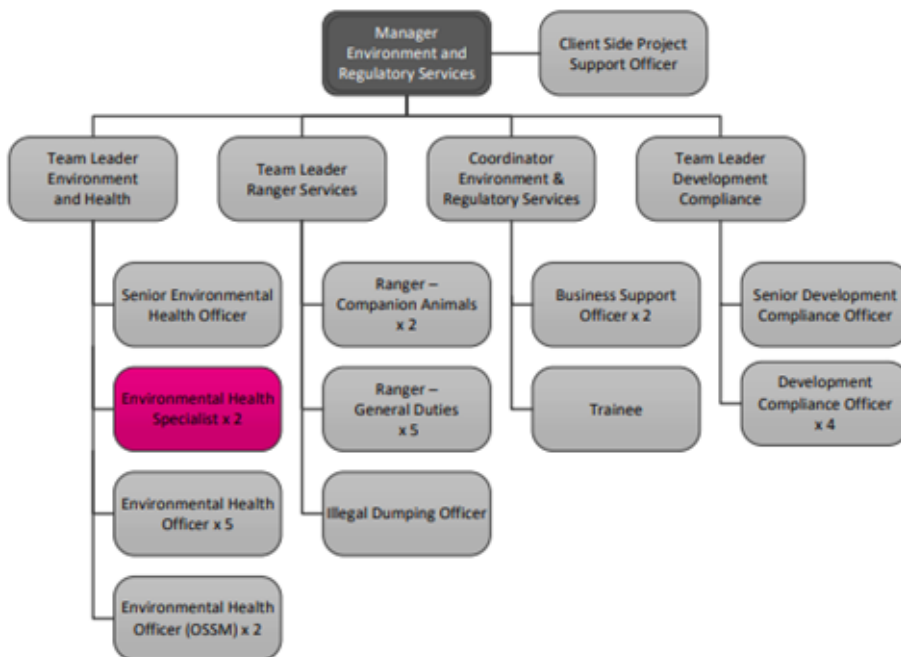


## POSITION DESCRIPTION

<b>Position Title</b>	Environmental Health Specialist
<b>Position Number</b>	41175
<b>Division</b>	Planning and Environment
<b>Branch</b>	Statutory Planning
<b>Grade</b>	16
<b>Special Requirements</b>	Current drivers licence
<b>Physical and Environmental Demands</b>	Ability to undertake field duties Ability to use Council's water and noise monitoring equipment
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Welcoming Liveable Balanced

### Reporting Structure



<b>Position Purpose</b>
To protect and enhance the environmental systems of the Camden area and the health of its community.
<b>Key Result Areas</b>
<ul style="list-style-type: none"><li>• <b>Development Assessment</b></li><li>• <b>Policy and Procedures</b></li><li>• <b>Environment and Health</b></li><li>• <b>Branch Activities</b></li><li>• <b>Customer Service</b></li><li>• <b>Corporate Core Values</b></li></ul>
<b>Key Duties &amp; Responsibilities</b>
<p><b>Development Assessment</b></p> <ul style="list-style-type: none"><li>• Assess development applications, rezonings and the like for environmental and public health issues</li><li>• Undertake site inspections</li><li>• Provide comment/conditions for assigned development applications referrals, rezonings and the like</li><li>• Liaise with developers, consultants and the like</li><li>• Participate in cross-organisational teams</li></ul> <p><b>Policy and Procedures</b></p> <ul style="list-style-type: none"><li>• Ensure the relevant statute, council policies and procedures are uniformly implement</li><li>• Participate in the preparation and review of policies, guidelines and legislation</li><li>• Remain abreast of statute, policy and technical changes</li><li>• Maintain records in accordance within legal, branch and council procedures</li></ul> <p><b>Environment and Health</b></p> <ul style="list-style-type: none"><li>• Implement and undertake environmental monitoring and reporting programs</li><li>• Liaise with other councils, state government bodies and community groups as needed</li><li>• Represent council in legal proceedings</li><li>• Promote environmental health in the community</li></ul> <p><b>Branch Activities</b></p> <ul style="list-style-type: none"><li>• Keep Team Leader informed of relevant matters, submitting reports and making recommendations</li><li>• Provide advice on development applications, and referrals to protect public health</li><li>• Provide support to EHO's by assuming their duties in time of leave or as appropriate by the Team Leader</li><li>• Provide reports to management and Council</li><li>• Prepare information to meet Council's reporting requirements</li><li>• Participate in Branch projects and policy review/formulation</li><li>• Implement and formulate projects as required</li><li>• Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.</li></ul> <p><b>Customer Service</b></p>

<ul style="list-style-type: none"> <li>• Demonstrate a strong customer focus which is accurate, responsive, timely and courteous</li> </ul> <p><b>Corporate Core Values</b></p> <ul style="list-style-type: none"> <li>• Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.</li> </ul>
<p><b>WHS Responsibility</b></p> <ul style="list-style-type: none"> <li>• Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area</li> </ul>
<p><b>Risk Management Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.</li> <li>• Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable</li> <li>• Must be aware of operational and business risks. Particularly:             <ul style="list-style-type: none"> <li>○ understand and adhere to the principles of Risk Management within their job role;</li> <li>○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role;</li> <li>○ provide input into various risk management activities;</li> <li>○ report all emerging risks, issues and incidents to their manager or appropriate officer; and</li> <li>○ follow Council policies and procedures.</li> </ul> </li> </ul>
<p><b>Essential and Desirable Criteria</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in a relevant science, applied science or similar degree, with previous experience in an environmental health role</li> <li>• Experience in the assessment of complex reports for development applications, rezoning and planning instruments for environmental health impacts including air, noise, water, land and public health issues</li> <li>• Ability to make sound judgements and interpretations based on analysis of information and complex situations</li> <li>• A sound working knowledge and expertise in the application and administration of current Acts and associated Regulations as they relate to the environment and public health             <ul style="list-style-type: none"> <li>- Local Government Act</li> <li>- Protection of the Environment Operations Act</li> <li>- Contaminated Lands Management Act</li> <li>- All other relevant legislation and standards currently in use by local government EHO's</li> </ul> </li> <li>• Sound organisation and time management skills</li> <li>• Highly developed interpersonal and communication skills (written and oral) with demonstrated conflict resolution and mediation skills</li> <li>• Demonstrated ability to operate computer systems and database systems</li> <li>• Proven ability to work in multi-disciplined teams</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualifications in environmental science or management or a related discipline</li> <li>• Ability to solve problems using research, analysis and evaluation of information which is often not readily available</li> </ul>

<ul style="list-style-type: none"> <li>• Possess a broad understanding and knowledge of environment and health issues in local government</li> <li>• Experience in inspection and regulation of on-site sewage management systems</li> <li>• Have a strong environmental ethic and desire to educate others.</li> </ul>	
<b>Prepared By</b>	Manager Environment & Regulatory Services
<b>Date Prepared</b>	February 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	