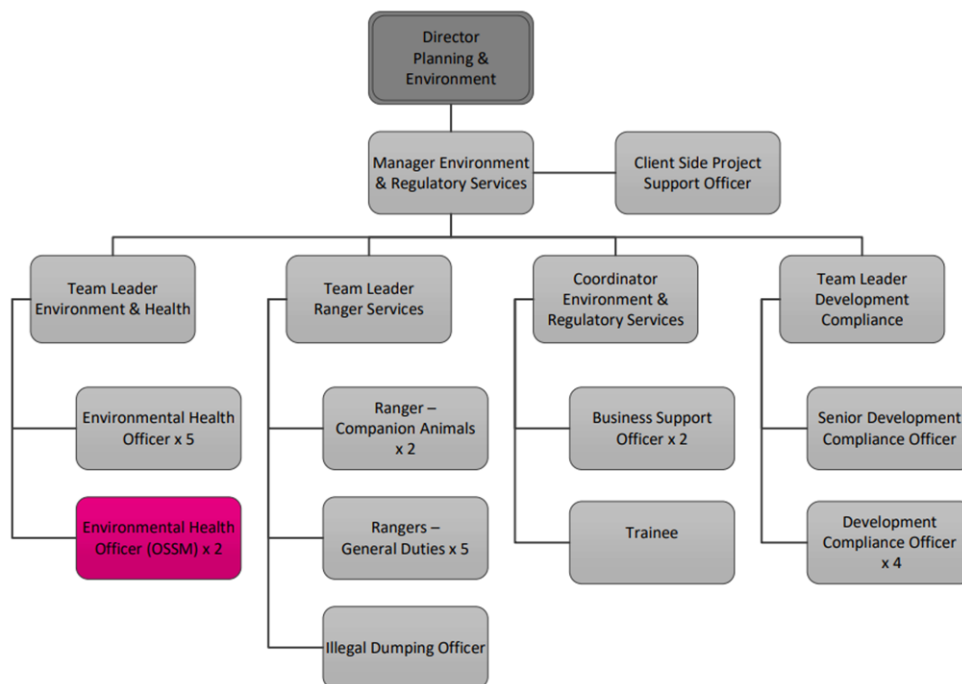


POSITION DESCRIPTION

Position Title	Environmental Health Officer – On Site Sewage Management
Position Number	42163
Division	Planning and Environment
Branch	Environment and Regulatory Services
Grade	16
Special Requirements	Current Driver's License Prepared to be on-call outside of normal office hours Ability to undertake inspections outside of normal office hours
Physical and Environmental Demands	Ability to undertake field duties Ability to use Council's water monitoring equipment
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Healthy urban and natural environment Actively managing Camden's growth

Reporting Structure



Position Purpose
To protect and enhance the environmental systems of the Camden area and the health of its community.
Key Result Areas
<ul style="list-style-type: none"> • Environment and Health • Policy and Procedures • Branch Activities • Customer Service • Corporate Core Values
Key Duties & Responsibilities
<p>Environment and Health</p> <ul style="list-style-type: none"> • Undertake regulatory functions associated with on-site sewage management • Investigate, negotiate, mediate and resolve assigned complaints regarding environmental pollution and preservation of public health standards • Attend pollution incidents and provide pollution control advice • Implement and undertake environmental monitoring programs • Assess and provide comment/conditions for assigned development application referrals • Liaise with other councils, state government bodies and community groups as needed • Represent Council in legal proceedings • Promote environmental health and on-site sewage management in the community • When time permits undertake inspections and regulate premises <p>Policy and Procedures</p> <ul style="list-style-type: none"> • Ensure the relevant statute, council policies and procedures are uniformly implemented • Participate in the preparation and review of policies, guidelines and legislation • Provide advice back to internal and external customers within service standards • Remain abreast of statute, policy and technical changes • Maintain records in accordance within legal, branch and council procedures <p>Branch Activities</p> <ul style="list-style-type: none"> • Keep Team Leader informed of relevant matters, submitting reports and making recommendations • Provide advice to customers • Provide reports to management and Council • Prepare information to meet Council's reporting requirements • Participate in Branch projects and policy review/formulation • 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. <p>Customer Service</p> <ul style="list-style-type: none"> • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility	
<ul style="list-style-type: none"> • 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 	
Risk Management Responsibilities	
<ul style="list-style-type: none"> • To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. • Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable • Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> ○ understand and adhere to the principles of Risk Management within their job role; ○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role; ○ provide input into various risk management activities; ○ report all emerging risks, issues and incidents to their manager or appropriate officer; and ○ follow Council policies and procedures. 	
Essential and Desirable Criteria	
Essential	
<ul style="list-style-type: none"> • Tertiary qualifications in a relevant science, applied science or similar degree, with previous experience in an environmental health role • Experience in the assessment, inspection and regulation of on-site sewage management systems • 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"> - Local Government Act - Protection of the Environment Operations Act - Food Act - Public Health Act - All other relevant legislation and standards currently in use by local government EHO's • Experience in inspection and regulation of regulated premises • Experience in investigation and resolving complaints relating to on-site sewage management systems • Be skilled in conflict resolution • Sound organisation and time management skills • Highly developed interpersonal and communication skills both written and oral • Proven ability to work in multi-disciplined teams • Demonstrated ability to operate computer systems and database systems 	
Desirable	
<ul style="list-style-type: none"> • Post graduate qualifications in environmental science or management, or a related discipline • The ability to solve problems using research, analysis and evaluation of information which is often not readily available • Possess a broad understanding and knowledge of environment and health issues as they pertain to local government • Have strong environmental ethic with a desire to educate others 	
Prepared By	Team Leader – Environment & Health
Date Prepared	Revised July 2023

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.

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.

Employee Name:	
Employee Signature:	
Date:	