***Wentworth***

**Serving our community**

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| Position Description – Environmental Health Officer  |  |

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| **Directorate**  |  **Health and Planning**  |
| **Location**  |  **Wentworth** |
| **Classification/Grade/Band** |  **PS3 Level 2** |
| **Position Code** |  **5212** |
| **Date position description approved** |  **Jan 2022** |

# **Council overview**

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas.

Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed.

The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

# **Council values**

* Honesty and Integrity.
* Accountability and Transparency.
* Respect.
* Quality.
* Commitment.

# **Primary purpose of the position**

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The primary purpose of the position is to;

* undertake all relevant statutory functions and ensure that the relevant requirements of the (in particular) the Public Health Act 2010 and Food Act 2003, are complied with as well as relevant statutory functions of other statutes,
* undertake prosecutions under the Foot Act 2003 and the Public Health Act 2010 or under other statutes (as directed by Council), on behalf of Council,
* Implement inspections and programs to ensure food meets standards demanded by the consumer, including registration, audit and assessment program for all Food Act premises, as well as food sampling and analysis,
* Process the approval of food premises and compliance checks of food safety plans, and
* Carry out education and awareness programs to increase in the understanding of safe practices for food hygiene and handling be people involved in the sale of food for human consumption.

**Duties**

* Carry out scheduled inspections of regulated premises and activities in line with Council’s operation plans.
* Issue penalty infringement notices, instigate legal proceedings and represent Council to provide evidence in court when required to obtain the required compliance outcome.
* Respond to customer requests regarding issues related to public health, environmental health and environmental protection to provide timely outcomes.
* Participate in relevant Council programs by undertaking monitoring or surveillance to ensure compliance with legislation and procedures.
* Report regularly to the Director Health and Planning on statutory reporting requirements.
* Liaise with consultants and review reports provided on health and environmental issues to ensure consistency with applicable legislation and regulations.
* Provide expert advice and information to the community, Council and other stakeholders to raise awareness of community safety matters and keep them informed of relevant legislation and policy requirements and changes.
* Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
* Work in collaboration to others to achieve business unit goals, demands and Council priorities.
* Carry out other duties as directed within the scope, skill and competence level of the position and employee.
* Undertake all identified training requirements associated with the position.

# **Key selection criteria - Essential requirements**

* Relevant tertiary qualifications and/or equivalent experience in a similar role.
* Working knowledge of relevant legislation, regulations, statutory and authority guidelines and standards, in particular within local government.
* Knowledge of the enforcement process including issuing notices and orders, penalties, and an understanding of the legal processes for prosecutions.
* Ability to communicate effectively with people at all levels to establish and maintain interpersonal relationships and work effectively in a team.
* Ability to handle customer inquiries in a courteous manner whilst resolving issues.
* Commitment to ethics, probity and transparency in decision making
* Current and valid drivers’ licence.

# **Key selection criteria - Desireable requirements**

 Construction induction card.Capabilities for the role

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

**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 |
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| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Act with Integrity | Advanced | * Models ethical behaviour and reinforces it in others
* Represents the organisation in an honest, ethical and professional way and sets an example for others to follow
* Promotes integrity, courage and professionalism inside and outside the organisation
* Monitors ethical practices, standards and systems and reinforces their use
* Proactively addresses ethical people issues before they magnify
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| **Relationships**Work Collaboratively  | Advanced  | * Builds a culture of respect and understanding across the organisation
* Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams
* Builds co-operation and overcomes barriers to sharing across the organisation
* Facilitates opportunities to develop joint solutions with stakeholders across the region and sector
* Models inclusiveness and respect for diversity in people, experiences and backgrounds.
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| **Results**Deliver Results | Advanced  | * Sets high standards and challenging goals for self and others
* Delegates responsibility appropriately and provides support
* Defines what success looks like in measureable terms
* Uses own professional knowledge and the expertise of others to drive results
* Implements and oversees quality assurance practices.
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| **Resources**Technology and Information | Adept  | * Selects appropriate technologies for projects and tasks
* Identifies ways to leverage the value of technology to achieve outcomes
* Ensures team understands their obligations to use technology appropriately
* Ensures team understands obligations to comply with records, information and knowledge management requirements.
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