



**Young Shire Council**

**INFORMATION PACKAGE**

*for the position of*

**ENVIRONMENTAL HEALTH OFFICER**

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**YOUNG SHIRE COUNCIL**



**POSITIONS VACANT**

**ENVIRONMENTAL HEALTH OFFICER**  
Grade 24

If you are looking for the opportunity to improve the quality of life, safety and wellbeing of a vibrant community then take the next step in your career and join Young Shire Council's Planning, Environment and Strategic Services Team.

You will be responsible to effectively administer all statutory obligations of Young Shire Council pursuant to the Local Government Act, Protection of the Environment Operations Act, Public Health Act, Food Act and Council's policy and procedures.

The role requires appropriate tertiary qualifications in Environmental Health, Sustainability, Food Safety and Environmental Health Law and Legislation and excellent communication and interpersonal skills.

Salary and favourable employment conditions are in accordance with the Local Government (State) Award 2014.

The position is classified as Grade 24 (\$77473.24 - \$83670.60) under Council's salary structure.

Applications for the position will be received up until 5pm Monday the 21st December, 2015.

Applicants must specifically address each of the essential and desirable criteria for the position. An information package for the position may be obtained by accessing Council's website at [www.young.nsw.gov.au](http://www.young.nsw.gov.au) or by contacting our Human Resources Officer on 0263801234.

David Aber  
General Manager  
Young Shire Council  
Locked Bag 5  
Young NSW 2594

*Young Shire Council is an Equal Employment Opportunity Employer*

## GENERAL INFORMATION

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### **Position Name**

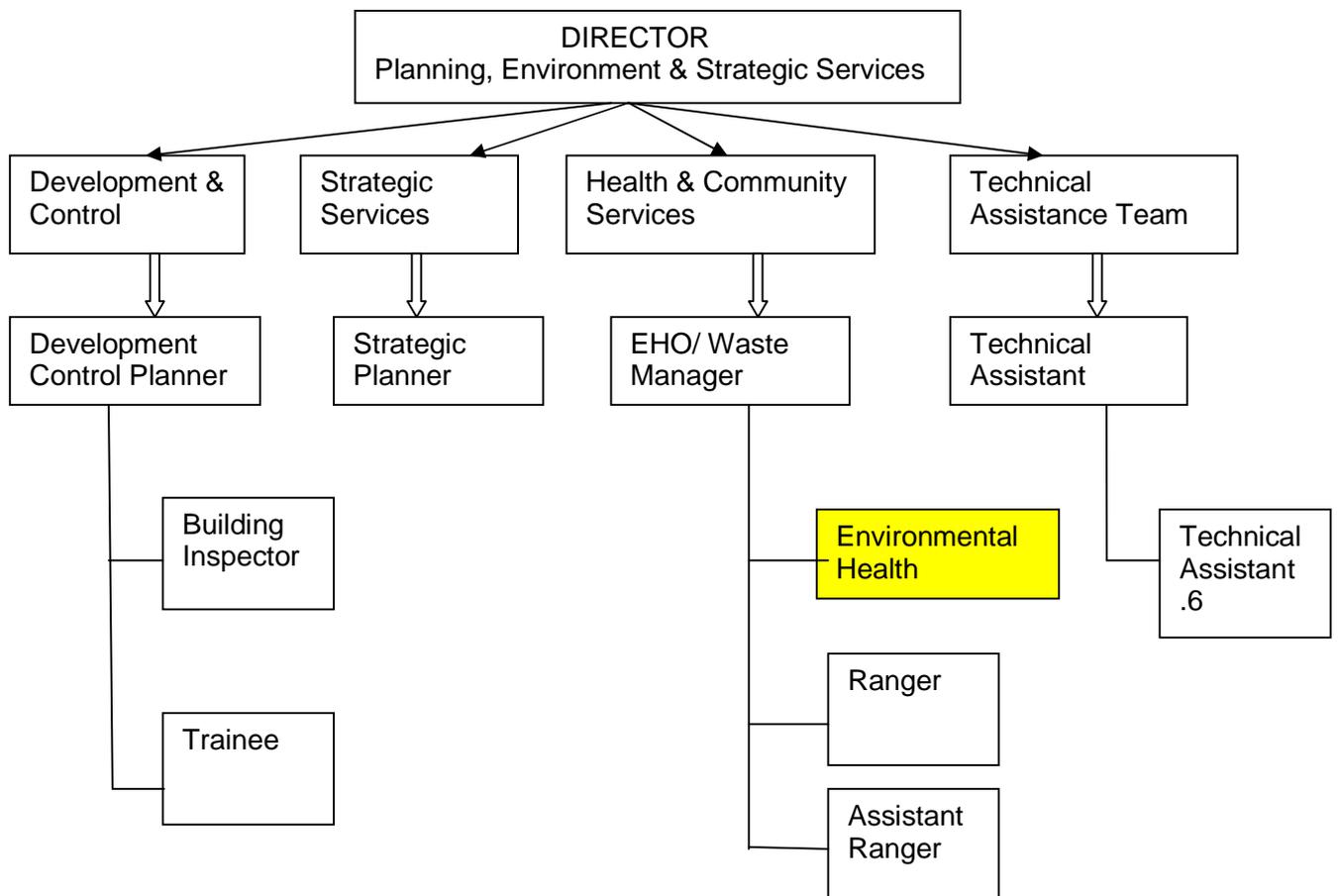
Environmental Health Officer.

### **Objectives**

To effectively administer all statutory obligations of Young Shire Council pursuant to the Local Government Act, Protection of the Environment Operations Act, Public Health Act , Food Act and Council's policy and procedures.

The position reports to the Manager Environmental and Public Health

### **Structure**



### **Qualifications**

The preferred qualification for this position is a Bachelor Applied Science (Environmental Health) or similar tertiary qualification acceptable and recognised by the Australian Institute of Environmental Health. With Experience in food safety and food inspections in a regulatory capacity.

### **Salary**

The position is classified as a Grade 24 under Council's Salary System and the Local Government (State) Award 2014. Grading will be dependent on qualifications, experience and competence. The salary range for the position is as follows (based on a 35 hour week):

<b>GRADE 8</b>	<b>Entry Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<i>Weekly Pay</i>	\$ 1489.87	\$ 1519.66	\$1549.46	\$1579.26	\$1609.05
<i>Annual Salary</i>	\$77473.24	\$79022.32	\$80571.92	\$82121.52	\$83670.60

Progression through the salary system is subject to an annual enhancement assessment based on reward for employees gaining and applying skills additional to those recognised through the evaluation. Permanent employees also enjoy other benefits as outlined under the Conditions of Employment.

### **Conditions of Employment**

Conditions of employment include:

- The Local Government (State) Award 2014
- 35 hours per week
- Enhancement based salary system  
Entry level and 4 competency steps for each grade.  
Each step is equal to 2% of the entry level.  
Progression based on acquisition and use of skills.
- Leave provisions as per Award:
  - 4 weeks annual leave but no leave loading.
  - Sick Leave of 15 days per year which includes provision for Carers Leave
  - Long Service Leave available after 5 years continuous service
- Council funded superannuation, currently 9%.
- Salary sacrifice
- Salary packaging.
- Education Assistance Scheme.
- Uniform supplied.
- Council has a smoke free work environment policy.
- Applicants may be requested to undertake pre-employment medical assessments at Council's expense to assist in determining their suitability for the position.

An offer of employment would be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment would be confirmed at the end of the probationary period.

## **Applying for the Position**

### ***IMPORTANT Information Guide for Job Applicants***

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the Position Description for the advertised vacancy. Therefore, write your application so that the selection panel can assess your capabilities against each of the selection criteria. A letter and/or resume on its own are generally not sufficient.

Whilst there is no set format for your application, the following is a general guide on what should be included:

#### **1. Covering Letter to support your application**

A letter introducing yourself and advising what you are attaching to support your application.

#### **2. Statement which addresses selection criteria**

You should concisely and adequately illustrate how you meet each criterion.

**Compile a 'Statement Addressing Criteria', list each of the criteria and write a paragraph providing examples of how you meet the criteria.**

You may also include transferable knowledge, skills or abilities in areas relevant to the selection criteria that you have developed outside the workplace as evidence that you meet selection criteria, eg. A leadership role in a volunteer organisation.

**Note that applications which do not adequately address all the necessary selection criteria may not be considered further and may miss out on an interview**

#### **3. Resume**

Include a resume with correct information (full name, address, telephone numbers and email address) and a summary of your work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.

#### **4. At least two work related referees**

In your resume include details of at least two people who can be contacted who can provide information about how you meet the selection criteria. Provide their names, position titles, addresses, telephone numbers and email address. As a matter of courtesy you should advise the people you have nominated as your referees that they may receive a call from a prospective employer.

#### **5. Give complete and relevant information**

Your application is a tool to sell your skills and abilities. It is the first stage in the selection process. It should be well presented and supply such detail as is necessary to fully explain your capabilities and experience. Do not simply state that you meet the requirements of the selection criteria. Give examples that demonstrate how you meet each criterion ie. numbers of staff supervised, examples of suggestions which have been implemented, etc.

#### **6. Be concise**

Avoid being long-winded, overstating your case or exaggerating your abilities.

#### **7. Application should be typed.**

It is preferred if your application is typed, single sided and stapled in the top left hand corner. There is **no** need to insert your application into a plastic presentation folder.

## **Where to Submit an Application**

Application may be e-mailed to [mail@young.nsw.gov.au](mailto:mail@young.nsw.gov.au) or mailed to:  
The General Manager, Young Shire Council, Locked Bag 5, YOUNG NSW 2594

## ***Interviews***

Candidates for interview will be selected from the applications based on the above selection criteria. This is why it is important to ensure that you attached a Criteria Statement. Applicants selected for interview will be notified by telephone within 2 week after the closing date.

## ***Appointment***

An offer of appointment will be subject to the successful applicant obtaining an audiometry assessment and a satisfactory medical and functional assessment to determine applicant's physical suitability for the position. Council will pay the cost of the assessments.

## **APPLICATION CHECK LIST**

***Have you completed a:-***

***Covering Letter***

***Full Resume***

***Including contacts for work related referees***

***Have you let them know that they maybe called upon?***

***Be prepared to verify qualifications and experience***

***Criteria Statement***

***List each of the essential and desirable criteria and write a paragraph explaining how you meet each criterion***

## JOB DESCRIPTION



### YOUNG SHIRE COUNCIL

#### Environmental Health Officer

#### Planning, Environment & Strategic Services

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## 1 GENERAL DESCRIPTION

- 1.1 Position:** Environmental Health Officer
- 1.2 Position Holder:** Vacant
- 1.3 Division:** Planning, Environment & Strategic Services
- 1.4 Location** Council Offices, Young
- 1.5 Role:** To carry out the provision of environment and public health services to meet Council's statutory and community needs
- 1.6 Position Reviewed:** October 2015
- 1.7 Accountable to:** Manager – Environmental Health
- 1.8 Accountable for:** To effectively administer all statutory obligations of Young Shire Council pursuant to the Local Government Act, Protection of the Environment Operations Act, Public Health Act , Food Act and Council's policy and procedures.
- 1.9 Delegated Authority:** Will be given to a suitably qualified and experienced professional, in the areas of Public Health, Waste Management, Pollution and Environmental Control, as well as the normal Health and Building legislative areas.

## 2 AWARD/SALARY PROVISIONS

- 2.1 Award Coverage** Local Government (State) Award 2014
- 2.2 Work Hours:** Full time.  
35hrs per week  
Nine day fortnight
- 2.3 Salary System Grade:** Grade 24
- 2.4 Entitlements** Employer superannuation contributions, 9 weeks paid maternity leave, long service leave entitlement, salary sacrifice options.

### **3 SELECTION CRITERIA**

#### **3.1 Essential:**

- Bachelor Applied Science (Environmental Health) or similar tertiary qualification acceptable and recognised by the Australian Institute of Environmental Health.
- Experience in food safety and food inspections in a regulatory capacity.
- Experience in the Protection of the Environment Operations Act 1997 in a regulatory capacity.
- Relevant experience in Environmental Health Practice.
- Excellent time management and organisational skills.
- Word processing and computer skills with knowledge of Microsoft software.
- Demonstrated ability to maintain confidentiality of information.

#### **3.2 Desirable:**

- Current NSW Class C Drivers Licence.
- Previous Local Government experience.
- Strong interpersonal skills that will contribute to the efficiency of a small team.
- Demonstrated high level oral and written communication skills including the ability to compile comprehensive reports.
- High level of computer literacy including demonstrated experience using Microsoft Word, Excel, Outlook and the Internet.
- Demonstrated ability to provide quality assurance in customer service.
- Experience in the use of a computer based record management system.
- Experience in education or promotional campaigns in Environmental Health.
- Experience with CivicView Local Government Software would be highly regarded.

### **4. POSITION DUTIES**

<b>Area</b>	<b>Position Duties</b>
Environmental Health	<ul style="list-style-type: none"><li>• Undertake regulatory inspections of all food premises, vans and temporary food stalls operating within the Shire.</li><li>• Maintain Food Premises Register database.</li><li>• Develop Environmental Health promotional and education programs within the community.</li><li>• Develop and maintain Registers as required by the Public Health Act 2014.</li><li>• Undertake regular routine inspections of skin penetration premises, public swimming pools and places of shared accommodation.</li><li>• As assigned investigate and action complaints re: Public Health including unhealthy premises, overgrown blocks,</li><li>• To assist in the assessment of environmental health issues associated with developments and subdivision applications</li><li>• Design, develop and/or co-ordinate environmental health promotional and education programs within the community</li><li>• Provide information and advice.</li></ul>

Environment	<ul style="list-style-type: none"> <li>• Investigate and action complaints re: Pollution / Environmental Damage e.g. for air, noise, water pollution and waste dumping matters.</li> <li>• To assist in community engagement and education in environmental matters</li> <li>• Support Council's legislative responsibilities in regard to State of the Environment Reporting, including research and monitoring of environmental factors.</li> <li>• Assist with the development community information and education programs to increase awareness of sustainability, biodiversity, climate change and Council's role. ie. Storm water and waterways health, water conservation and reuse, recycling, renewable energy, composting and biodiversity, drought.</li> <li>• Assist in the Implementation and Review the YSC Waste Management Strategy</li> </ul>
General	<ul style="list-style-type: none"> <li>• Support Manager – Environment &amp; Public Health in duties – Food and Public Health, waste management services &amp; strategies, POEO, enquiries and investigation of complaints, water monitoring, etc</li> <li>• Collect data, maintain records and statistics.</li> <li>• Prepare policy documents, guidelines, reports and correspondence.</li> <li>• Keep up to date with legislation and policy changes</li> <li>• Gather evidence and relevant information for recommendations on legal proceedings and represent Council in court when required. To serve appropriate rectification orders and notices in consultation with the Director pursuant to the Local Government Act and Regulations, Protection of the Environment Operations Act and Regulations, Public Health Act, Food Act and Regulations, where any non-compliance has been observed as required.</li> <li>• Other tasks as may be assigned from time to time by the Director.</li> <li>• By the maintenance of good public relations promote the image of Council as an effective and efficient organisation.</li> <li>• At all times follow the Council's WHS policy, risk management procedures and return to work following injury procedures. Be a good role model for other employees in the matter of WHS.</li> <li>• At all times follow Council Equal Employment Opportunity policy to ensure no harassing or bullying conduct occurs.</li> <li>• Applicants should be prepared to undergo a pre-employment medical assessment.</li> <li>• The successful applicant may be required to undergo screening (the working with Children Check) as part of the Child Protection (Prohibited Employment) Act 1998.</li> </ul>

## General

### 5 KEY PERFORMANCE INDICATORS

Key Duties	Performance Indicators
Environmental Health	<ul style="list-style-type: none"> <li>• Timely and efficient food inspection services.</li> <li>• Timely and efficient health inspection services.</li> <li>• Timely and efficient pollution follow ups</li> <li>• Pro-active education and awareness programs</li> </ul>
General	<ul style="list-style-type: none"> <li>• Timely and efficient handling of complaints, nuisance and regulatory investigations.</li> </ul>

### 6 COMPETENCIES FOR ALL STAFF

Key Duties	
Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment	<ul style="list-style-type: none"> <li>• Ability to communicate knowledge of Management Plan and how it relates to position and Council's goal</li> <li>• Accept responsibility for and manage own work</li> <li>• Always represent Council in a positive manner</li> </ul>
Display a customer focused attitude when dealing with both internal and external customers	<ul style="list-style-type: none"> <li>• Responses and actions are appropriate</li> <li>• Difficult customer situations are dealt with appropriately and without delay</li> <li>• Prioritise customer care as a key issue</li> </ul>
Prioritise and respond to tasks within agreed timeframe	<ul style="list-style-type: none"> <li>• Civicview Records tasks are kept up to date</li> </ul>
Communicate in a clear and concise manner when dealing with customers and fellow employees	<ul style="list-style-type: none"> <li>• Clarify communications to ensure they are understood</li> <li>• Document all dealings of consequences</li> </ul>
Deliver a high quality service and seek ways to improve work processes	<ul style="list-style-type: none"> <li>• Customer needs and expectations are correctly identified</li> <li>• Demonstrate an attitude of proactive system improvement</li> </ul>
Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale	<ul style="list-style-type: none"> <li>• Proactively set and meet work goals</li> <li>• Need for additional support to improve performance is communicated with supervisor</li> <li>• Assist other in meeting team goals and deadlines</li> <li>• Demonstrate teamwork and cooperation both within team and across all Council Departments</li> </ul>
Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality	<ul style="list-style-type: none"> <li>• Demonstrate a strong work ethic and a commitment to high standards of internal and external service delivery</li> <li>• Always represent Council in a positive manner</li> <li>• Understand and comply with Code of Conduct</li> </ul>

Show respect to other employees and actively discourage all forms of discrimination harassment and bullying	<ul style="list-style-type: none"> <li>Behaves ethically at all times in the workplace</li> <li>No substantiated complaints received</li> <li>Follow and promote EEO principles and deal with others fairly and impartially</li> <li>Other employees assess non-discriminatory and non-bullying behaviour</li> </ul>
Demonstrate an understanding of Council's Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job	<ul style="list-style-type: none"> <li>Evidence that WHS is understood and policies and procedures are followed</li> <li>Actively and positively contribute to participative arrangements for the management of WHS</li> <li>Implements and monitors risk control measures, consistently, identify and report inadequacies</li> </ul>
Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.	<ul style="list-style-type: none"> <li>Accept continuous learning as part of requirement of position</li> <li>Opportunities to meet identified development and learning needs are discussed and accepted</li> </ul>

## 7 WHS RESPONSIBILITIES

Key Responsibilities	Performance Indicators
Ensuring all work is performed in accordance with requirements of Council's Work Health and Safety policy, procedure and legislation	<ul style="list-style-type: none"> <li>Conformance to WHS policy and procedures</li> <li>Knowledge of, and use of SWMS and Standard operating procedures</li> <li>Completion of Plant Start-Up Sheets</li> <li>Complete Risk Assessments</li> </ul>
Taking reasonable care for own Health and Safety as well as that of others	<ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> <li>Complete Risk Assessment</li> </ul>
Having an understanding of the Work Health and Safety requirements associated with their employment	<ul style="list-style-type: none"> <li>Training records</li> </ul>
Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor	<ul style="list-style-type: none"> <li>Hazard identification reports completed</li> <li>Workplace inspection reports</li> </ul>
Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none"> <li>PPE worn and maintained</li> <li>Knowledge and use of Standard operating procedures</li> </ul>
Working in accordance with relevant standards	<ul style="list-style-type: none"> <li>Training records</li> <li>Supervisor site inspection records</li> </ul>
Correct Manual Handling techniques are identified and used	<ul style="list-style-type: none"> <li>Manual Handling included in all risk assessments</li> <li>Training in Manual Handling</li> <li>Correct techniques followed</li> </ul>
Correct Ergonomics of office workstations are followed	<ul style="list-style-type: none"> <li>Demonstrate ability to set up workstation ergonomically</li> </ul>

## **8 CODE OF CONDUCT**

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

## **9 CONTINUOUS LEARNING**

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers.

Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

## **10 QUALIFICATIONS AND EXPERIENCE**

The preferred qualification is a Bachelor Applied Science (Environmental Health) or similar qualification acceptable and recognised by the Australian Institute of Environmental Health . It would be expected that the person would have at least two years relevant work experience. In addition to the qualifications and experience, the position holder must possess the following licences:-

- Unrestricted NSW Driver's Licence.

## **11 PERSON SPECIFICATIONS**

To perform this job successfully, an individual must have the educational skills to be able to perform each essential duty satisfactorily. Ability to read, write, apply mathematical concepts and have the ability to define problems, collect data, establish facts and draw valid conclusions is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **12 FURTHER INFORMATION**

Further Information on the position can be obtained by contacting the Human Resource Officer at Young Shire Council on 02 6380 1234

## 12 PHYSICAL REQUIREMENTS

The following table represents the physical environment in which the employee will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

\*Key: **Not Applicable**      **N**      **Not Relevant to this position**  
**Occasional**                      **O**      **Task is performed for 0-33% of the day**  
**Frequent**                              **F**      **Task is performed for 34-66% of the day**  
**Constant**                              **C**      **Task is performed for more than 66% of the shift**  
**Repetitive**                              **R**      **Work cycle is repeated < 30 sec & performed for > 60min**

WORKING CONDITIONS / PHYSICAL REQUIREMENTS - see *Key N, O, F,C,R					
General Demands		Sensory Demands		Other Demands	
<b>Neck Movement</b> (looking up, down, sideways)	F	<b>Sight</b> Use of sight as an integral part of task performance eg. Dark, fine detail	C	Meeting Deadlines	C
<b>Reaching</b> (above shoulder height, forward/side extended)	O	<b>Sight</b> Ability to discriminate between colours	C	Conflict Resolution	F
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	F	<b>Hearing</b> Effective hearing ability as an integral part of task performance	C	Sitting for extended periods	O
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	O	<b>Smell</b> use of smell senses as an integral part of task performance	O	Dealing with people	C
<b>Kneeling/Squatting</b>	O	<b>Balance</b>	C	Underground Work	N
<b>Leg Movements</b> (operate machinery)	F	<b>Environmental Factors</b>		Personal Protective Equipment	O
<b>Standing</b> (upright without moving)	F	<b>Dust</b> (expose airborne material ie. Dust)	O	<b>Radiation</b> Tasks involve magnetic or radiation sources	N
<b>Driving</b> (operate any mobile plant)	F	<b>Gas / Fumes</b> Working with gases or fumes	N		
<b>Walking</b> Even surfaces	F	<b>Liquids</b> Tasks involve working with liquids which may cause skin irritations if contact is made with the skin	N	<b>Manual Dexterity</b> Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing	C
<b>Walking</b> Uneven surfaces	O	<b>Noise</b> Tasks involve exposure to high noise environments, and hearing protection is required to be worn	N	<b>Manual Dexterity</b> Gross motor hand use Gripping, holding, clasping	C
<b>Walking</b> Walking while manual handling object	O	<b>Lighting</b> Tasks involve working in dark or visually- poor environments	N	<b>Task involves working in an awkward positions</b> (Describe)	O
<b>Walking</b> (Up or down steep slopes)	O	<b>Temperature</b> Task involve working in extremes of temperature - hot or cold	O	<b>Confined Space</b> (confined spaces work)	N
<b>Climbing</b> (in and out of plant)	N				
<b>Climbing</b> (stairs, ladders, scaffolding)	O				
<b>Manual Handling</b> Tasks involve manual handling of objects (lifting, lowering, carrying, pushing, pulling, restraining) Light, Moderate, Heavy	Mod	<b>Hazardous Substances</b> Tasks involve working with hazardous substances	N	<b>Cardiovascular Fitness level required for position</b> Low (sedentary) Medium High (constantly on feet, repetitive physical work)	Med