

Position Description

Position Title	Senior Environmental Health Officer
Position Number	EHSN01, EHOF04
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Coordinator Environmental Health
Classification	Level 8 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

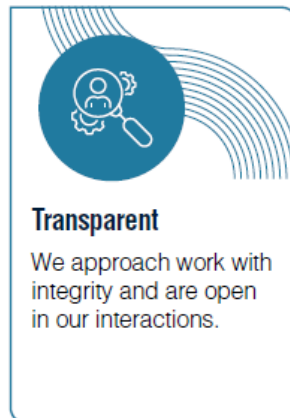
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Coordinator Environmental Health.

Business Unit Objective

To protect, promote and maintain public health to improve health and wellbeing throughout the community.

Position Overview

The Senior Environmental Health Officer is responsible for leading a team of Environmental Health Officers to achieve risk based, public health outcomes for the community.

Position Objectives

- Ensure the effective delivery of the City's routine inspection and surveillance program of statutory premises (Food Premises, Public Buildings, Skin Penetration Premises, Public Aquatic Facilities and Public Events).
- Coordinate targeted and strategic surveillance to inform environmental health risks to reduce the likelihood of significant environmental health issues.
- Oversee the provision of an effective and efficient assessment and review function to protect and maintain public health standards.
- Ensure the effective delivery of a risk-based and priority-focused disease investigation and complaint response service prioritised by public health risk.
- Ensure the City is prepared to respond proactively to public health challenges and upcoming regulatory changes.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualification in Environmental Health, obtained from a course accredited by Environmental Health Australia and WA Environmental Health Professional Review Board). <i>Important Note: Environmental Health is a distinct and specialised profession. This role is not suitable for candidates with qualifications in Environmental Science, Work Health and Safety (WHS), Health Science, or other related disciplines. Only applicants with a recognised Environmental Health degree will be considered.</i>	Essential
Authorised person and inspector pursuant to the provisions of the Environmental Protection Act for noise and unauthorised discharge.	Desirable
Knowledge, Skills, Experience & Abilities	
High level of knowledge and understanding of the principles and practise of Environmental Health.	Essential
Ability to exercise decision-making and judgement in a logical, lawful and accountable manner.	Essential
Highly developed conflict resolution skills.	Essential
Excellent communications skills (both written and oral) and the ability to negotiate at all levels.	Essential
Extensive knowledge of the relevant legislation and statutory processes.	Essential
Advanced skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date 9 January 2024	Officer	Coordinator Environmental Health