

Position Description

Position Title	Environmental Health Officer
Position Number	EHOFF01, EHOFF02, EHOFF03, EHOFF05, EHOFF06, EHOFF08, EHOFF09, EHOFF10, EHOFF11, EHOFF12, EHOFF13, EHOFF15
Directorate	Planning & Development
Business Unit/s	Environmental Health
Reports to	Senior Environmental Health Officer
Classification	Level 7 – 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 1,500 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 Senior Environmental Health Officer(s).

Business Unit Objective

To provide effective and efficient regulatory and compliance services for the benefit of the community.

Position Overview

To implement and maintain public, environmental health and environmental related services, programs, and projects in accordance with statutory obligations, business plans, operational procedures and Council policies.

Position Objectives

- Identify, assess and manage public and environmental health risks within the community, and promote compliance through education, engagement and graduated enforcement activities.
- Respond to written and verbal customer enquiries, and provide accurate advice regarding public health, environmental health and related regulatory matters.
- Assess and process applications in accordance with relevant legislation, local laws, policies, standards, and public and environmental health requirements.
- Conduct inspections, audits and investigations in accordance with statutory obligations, technical standards, and operational procedures.
- Maintain accurate, and contemporary records relating to inspections, investigations, compliance matters and enforcement actions.
- Undertake monitoring, sampling and assessment activities in accordance with approved programs, procedures and legislative requirements.
- Collect and analyse evidence, prepare reports and recommendations relating to enforcement matters and prosecutions, and represent the City in legal proceedings as required.
- Prepare technical reports, correspondence and recommendations, and provide specialist advice to internal and external stakeholders as required.

- Undertake research and investigations to support regulatory decision making, policy development and contribute to business improvement initiatives.
- Consult and collaborate with stakeholders, and other business units to support project delivery and achieve organisational outcomes.
- Assist Senior Environmental Health Officers with the training, mentoring and development of students, compliance and technical officers, and other staff as required.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- 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.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- 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 reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualification in Environmental Health (accredited by Environmental Health Australia), or a related discipline acceptable to the Chief Health Officer (via the WA Environmental Health Professional Review Board).	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 practices of Environmental Health, including relevant legislative and statutory processes.	Essential
Ability to exercise professional judgement and make decisions that are lawful, transparent, risk-based and accountable.	Essential
Well-developed written and verbal communication skills in negotiation, dispute resolution and stakeholder relationship management.	Essential
Experience in operating and interpreting data from sound level monitoring equipment.	Desirable

Advanced skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Relevant Local Government experience.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current 'C' Class Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	Acting Coordinator Environmental Health