

ENVIRONMENTAL HEALTH OFFICER

POSITION DESCRIPTION

Position Title:	Environmental Health Officer
Responsible To:	Team Leader, Environmental Health
Council Portfolio:	City Community
Council Program:	Regulatory Services
Classification Level:	Salaried, Level 5

Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

Overview of Program

The Regulatory Services Program facilitates safer places for all to enjoy, provides easy access for those who visit and move around our City, and makes the experience of doing business with the City of Adelaide a pleasure.

Key Relationships / Interactions

Internal	Employees across the Customer Program City of Adelaide (CoA) staff members across all Portfolios and Programs
External	SA Health Australian Water Quality Centre General Public Key User Groups

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Primary Purpose

As part of the Regulatory Services Program the Environmental Health Officer will;

- Implement and monitor specific health programs within the City of Adelaide's jurisdiction (CBD and North Adelaide) in the areas of Complaints, Public Health, Environmental Health and Food;
- Inspect and assess premises in the CBD and North Adelaide for compliance with Food Act, Public Health Act, Supported Residential Facilities Act, Environment (Burning) Policy, Local Government Act and Local Nuisance and Litter Control Act to ensure proper standards of health disease control;
- Provide advice to the public, building owners and proprietors on matters within the areas of responsibility.
- Gather evidence and where necessary prepare reports for recommending such matters as legal prosecutions, public awareness programs and process improvements.

Responsibilities

The Environmental Health Officer is responsible for;

- Actively monitoring the assigned geographical area from an environmental health perspective;
- Inspecting premises for proper standards of hygiene; determining appropriate risk under the Public Health Act and taking appropriate action to remedy the situation;
- Inspecting food businesses for compliance with the *Food Act 2001*, *Food Safety Standards*.
- Preparing and issuing correspondence, Notices, Orders and Expiations in accordance with legislation.
- Investigating suspected breaches under the Food Act, Public Health Act, Local Government Act, Local Nuisance and Litter Control Act and the Supported Residential Facilities Act gathering and analysing evidentiary information for possible legal action.
- Maintaining records of all inspections, investigations and the-like undertaken, primarily relating to, food, public and environmental health.
- Participating in the review, development and activation of processes for the purpose of making life easier for our customers, making services more sustainable and optimising the use of technology.
- Preparing and delivering educational food and health programs to the community.
- Ensuring that all complaints or requests for service are resolved effectively in accordance with customer service principles and practices.
- Ensuring all records of inspections, investigations and Notices issued are defensible in a Court of Law if Council is challenged.
- Providing support and professional advice to members of the Program including the Customer Leadership team
- Assisting, where necessary, with the day-to-day functioning of the Community Safety and Health team.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Environmental Health or related field. Eligibility for appointment as an authorised officer pursuant to the Food Act and South Australian Public Health Act.	Essential
People Management	Demonstrated ability to communicate with and assist people in order to manage work and resources across a range of projects/tasks and in a manner that supports professional development and team growth.	Essential
Technical Knowledge & Experience	Previous experience as an Environmental Health Officer. Prior experience in, or knowledge of, investigative techniques. Sound knowledge of the Food Act, South Australian Public Health Act, Supported Residential Facilities Act, relevant Australian Standards and Codes of Practice. Significant understanding of the Local Government Act, Local Nuisance and Litter Control Act, Expiation of Offences Act & Environment Protection Act. Thorough knowledge of the physical, biological and social sciences related to health issues.	Essential
Project Management	Understanding of the project lifecycle and how project activities link to program strategy.	Desirable
Innovation & Initiative	Ability to be adaptable and flexible and have a commitment to continuous improvement, and have the ability to review procedures and systems and to recommend changes where appropriate.	Essential
Resource Management & Decision Making	Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility. Commitment to placing the customer at the centre of everything we do demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.	Essential
Collaboration & Communication	Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing. The ability to build and maintain cross program relationships.	Essential
Administrative Skills	A high level of organisational and time management skills. An awareness of Workplace Health & Safety issues, standards and actions in the work place.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence is required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

The below table summarises the physical demands of this role.

Task	Environmental Health Officer
Work Area	Customer
Physical Demand Rating	Light Work

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Adjustable office chair, some driving of a council vehicle to inspect premises	Critical Range of Motion: Shoulder to 120° flexion. Lift Capacity: Up to 10kg. Push / Pull Force: Light force open / close cool room doors. Environmental Factors: Inspecting business and food preparation premises. Task Rotation: Able to vary posture and position. PPE: Uniform. Some further PPE when inspecting (e.g. gloves).
Standing		✓		Varying duration, varying surfaces	
Walking		✓		Travel to and from businesses	
Climbing	✓			Some climbing of stairs	
Push / Pull	✓			Opening doors	
Squatting	✓			Accessing low shelves and cupboards	
Gripping		✓		Inspection equipment, products and cooking equipment	
Forward Reach	✓			Checking and inspecting food areas, using a temperature probe	
Lift	✓			Up to 10kg food items in cool rooms and storage areas	
Carry	✓			Equipment bag <2kg	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.