

GRADUATE, ENVIRONMENTAL HEALTH OFFICER

POSITION DESCRIPTION

Position Title:	Graduate, Environmental Health Officer
Responsible To:	Team Leader, Environmental Health
Council Portfolio	City Community
Council Program:	Regulatory Services
Classification Level:	Salaried, Level 3

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 Regulatory Services Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	SA Health Community groups Specialised technical contractors Event organisers Building owners and representatives Business owners General public

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Primary Purpose

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

- Learn and develop on the job, and through their development program, will make a tangible contribution to the Environmental Health team and CoA more broadly.
- Support Environmental Health Officers on delivering health programs within the City of Adelaide's jurisdiction (CBD and North Adelaide) to assess and secure compliance under the Public Health Act, Food Act and Supported Residential Facilities Act.
- Assist Environmental Health Officers in the investigation of premises suspected in breaching the Food Act, Public Health Act, Supported Residential Facilities Act and Local Government Act to ensure proper standards of health and disease control.

Responsibilities

The Graduate Environmental Health is responsible for;

- Developing a knowledge and understanding of the Public Health Act, Food Act 2021 and relevant federal and state legislation, through participation in professional development and training.
- Assist Environmental Health Officers in conducting scheduled inspections of Food Businesses, High Risk Manufactured Water Systems, Public Swimming Pools and Spas, Body Piercing and Tattoo studios for compliance under the Public Health Act, Food Act 2001.
- Under the supervision of an Environmental Health Officer, provide support on the preliminary risk assessment and coordination of inspection activities to mitigate public health risks at events.
- Contribute to the preparation of customer correspondence in accordance with relevant legislation and Council policies.
- Support in the preparation and delivery of educational food safety and health programs to the community.
- Provide assistance to the Environmental Health Officers where required on requests received from SA Health and state-based agencies for disease and other investigations including Legionella case investigations and food borne illness outbreaks.
- Maintain a high level of customer service to all customers and assist members of the wider Environmental Health Team.
- Participating in and contributing to all graduate program projects, training, and other undertakings.
- Taking an active approach to your own training and career development through and outside of the annual Performance & Development Conversations (PDC) process.

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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.

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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Position Criteria

Qualifications	A tertiary qualification in Environmental Health or related field, completed in the last two years or expecting to be completed within the next six months. Eligibility for appointment as an authorised officer pursuant to the Food Act and South Australian Public Health Act.	Essential
People Management	Ability to work in an open, creative and collaborative environment, with a broad range of stakeholders.	Essential
Technical Knowledge & Experience	Working knowledge of the Food Act, South Australian Public Health Act, Supported Residential Facilities Act, relevant Australian Standards and Codes of Practice. Familiarity with the Local Government Act, Local Nuisance and Litter Control Act, Expiation of Offences Act & Environment Protection Act. Knowledge of the physical, biological and social sciences related to health issues.	Essential
Project Management	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Ability to take ownership and accountability for deliverables.	Essential
Innovation & Initiative	Ability to think conceptually and creatively and show initiative and self-discipline in daily tasks.	Essential
Resource Management & Decision Making	The ability and initiative to resolve conflicting work demands set and adjust priorities and recognise issues requiring resolution.	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 accurate information and advice on matters within area of responsibility. Demonstrated passion for the work that you do and the participation in sharing your successes with the team.	Essential
Collaboration & Communication	Ability to work effectively in a multi-disciplinary team environment. The ability to build and maintain diverse relationships. Skilled in communication and being able to present effectively both orally and written.	Essential
Administrative Skills	Well-developed verbal and written skills to be able to construct high quality written work/reports. High standard of computer, organisational and time management skills.	Essential

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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 may be 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

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

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 People 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.