



# Cadet Environmental Health Officer

Development Services  
Environmental Health Team

Position Number      LES3223

## About the role

The position of **Cadet Environmental Health Officer** supports the work of Environmental Health Officers and will participate in practical training while undertaking the studies required to qualify as an Environment Health Officer.

The position will contribute towards fulfilling Council's obligations regarding the administration of relevant public health and environmental legislation and By-Laws. The position will also assist with regulatory compliance, including education and advice to the public, property owners and business operators in relation to Acts, Regulations and By-Laws administered by Council.

## Role specific accountabilities

- Assist in the regulatory compliance of food premises, places of assembly & skin penetration premises.
- Assist with food related and environmental complaints in accordance with relevant legislation.
- Assist with school immunisations in accordance with immunisation schedule.
- Assist with regular recreational water sampling.
- Assist with maintenance of computer records and databases.
- Liaison with key stakeholders, applicants, and the general public in relation to environmental health and related issues.
- Apply continuous improvement practices and participate in training and development that supports best practice and ensures a high standard of service delivery.
- Foster and enhance a constructive and positive working environment to ensure employees are committed and motivated to delivering community focused services.
- Actively participate in organisational change and the establishment of effective systems and processes.
- Any other duties as reasonably directed.

## Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people;
- Delivering positive outcomes for the Burnie community by taking a customer-centric focus in everything you do;
- Contributing to the achievement of Council's overall strategy and operating deliverables;
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork and shared values; and
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.

## To be successful

- Eligibility to enrol in or currently undertaking a Bachelor or Applied Science (Environmental Health) or eligibility to complete the relevant post graduate accredited course to be recognised as an authorised Environmental Health Officer and eligibility for membership to Environmental Health Australia.
- Knowledge of provision of Acts, Regulations and Standards relevant to the position including Public Health Act 1997, Food Act 2003, Local Government Act 1993, Environmental Management and Pollution Control Act 1994 and the Litter Act 2007.
- Possess excellent customer service skills.
- Demonstrated high level of communication skills both written and oral, including customer service.
- Demonstrated ability to deal with difficult situations including conflict resolution.
- Demonstrated ability to use computer including email, word, excel, database systems and a record management system.
- Demonstrated ability to work as a member of a team and a flexible approach to assisting other team members.
- Ability to organise own work schedule to achieve designated team/section goals.
- Apply continuous improvement practices and participate in training and development that supports best practice and ensures a high standard of service delivery.
- Foster and enhance a constructive and positive working environment.
- Actively participate in organisational change and the establishment of effective systems and processes.
- Current car license.
- Working with Vulnerable People Check.
- Any other duties as reasonably directed.
- A sound working knowledge of local government or Council activities and processes would be advantageous.

## Who you will work with

This role reports to Executive Manager Development Services. You are expected to work closely with them, the broader Development Services Team, and Council's Executive Management Team (EMT) to assist the organisation in achieving strategic and operational objectives.

You are expected to work collaboratively and inclusively with all internal and external stakeholders, effectively communicate and build trust through mutual respect and accountability.

## Other important information

<b>Location:</b>	City Offices
<b>Employment type:</b>	Full-Time, Fixed Term
<b>Hours:</b>	38 hours per week
<b>Classification:</b>	Grade 3 or 4 Level 1 - 5

**Other employment information can be found here:** <https://www.burnie.tas.gov.au/Council/Jobs>