

<b>Position:</b>	<b>Environmental Health Support Officer (Part Time)</b>
<b>Agreement:</b>	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
<b>Award Classification:</b>	Band 4
<b>Division:</b>	<b>Community Life</b>
<b>Department:</b>	Community Safety
<b>Team:</b>	Environmental Health
<b>Date Reviewed:</b>	February 2025
<b>Approved By:</b>	General Manager/Manager
<b>Current Incumbent:</b>	<b>VACANT</b>

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

## **Our purpose, direction and approach were developed collaboratively by our people for our people.**

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

### **Purpose, Direction and Approach**

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

#### ***We Do What We Say***

We set clear expectations  
We are accountable for our actions  
We get things done

#### ***We See Opportunity***

We look for better ways  
We are open minded  
We learn from our experiences

#### ***We Work Together***

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### ***We Make a Difference***

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

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## **OUR APPROACH**

*We do what we say We work together We see opportunity We make a difference*

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### **Introduction of the work of the team**

The Environmental Health team is responsible for delivering a broad range of services which are aimed at protecting the community and improving local public health standards. The majority of work completed is done so under state health legislation.

The team's core services include:

- Food safety management;
- Infectious disease control (within beauty therapy, tattoo; accommodation, aquatic facility, skin penetration and colonic irrigation businesses);
- Childhood and adolescent immunisation;
- Onsite wastewater (septic tank system) management;
- Mosquito management;
- Public health nuisance management;
- Tobacco control; and
- State health referral investigation and response (such as gastrointestinal outbreaks and single incident infectious disease cases).

### **POSITION OBJECTIVES**

- Fulfill key responsibilities and duties of the role to protect and enhance the public health of people that live in and visit the Surf Coast Shire.
- Assist team members with the delivery of effective and efficient environmental health services to the community through the provision of education, information, advice and if necessary, use legal powers in accordance with relevant Council management procedures.

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Coordinator Environmental Health

Supervises: N/A

Internal Relationships: All employees and Councillors

External Relationships: Community members and visitors, State and Local Government Authorities, Proprietors and staff of local businesses, Schools, Community Groups and Peak industry bodies.

### **KEY RESPONSIBILITIES**

- Assistance/support managing internal and external customer enquiries and requests.
- Data entry and issuing certificates/permits under the Food, Public Health and Wellbeing, Residential Tenancies and Environment Protection Acts
- Assist with administration of financial matters such as purchase order entry, invoice entry and managing registration/permit payments.
- Assist with communications and management of registration renewal process.
- Food recall notification and management.
- Tobacco testing purchasing support.
- Other general admin duties such as minute taking during team meetings and allocating tasks to officers.
- Assist with website maintenance.

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### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- Accountable for establishing and maintaining efficient and effective administrative systems.
- Responsible for efficient and accurate maintenance of databases.
- Accountable for the confidentiality of all documents within the control of the position.
- Interpret and apply all relevant policies, procedures and legislation within the scope of this administrative position.

### **JUDGEMENT AND DECISION MAKING**

- The position has authority to make decisions on routine matters related to the key responsibilities of the position.
- Required to use own judgement and initiative that is consistent with the position objective.
- Resolve general administration issues to other officers whenever possible.
- Make decisions concerning routine and defined administration functions.
- Show initiative and innovation of approach in all aspects of the position.
- Guidance and advice is always available within time to make a choice.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Understanding of the objectives of the Environmental Health Unit within the broader organisational context.
- Ability to implement administration systems.
- Ability to work with minimal supervision.
- Ability to operate office equipment such as computer printers, photocopiers, facsimile machines, etc.
- General awareness of emergency management risks and arrangements in the Surf Coast Shire.
  - Knowledge of Emergency Management procedures, including the ability to activate the Municipal Emergency Control Centre (MECC).
  - Well-developed administrative skills including:
    - computing skills and in particular MS Office package
    - ability to utilise e-mail and the internet to deliver the position objectives
    - demonstrated knowledge of meeting procedures and the recording of minutes

### **MANAGEMENT SKILLS**

- Ability to manage time.
- Accountable for the quality and efficiency of work in a timely manner.
- A flexible and adaptable approach.
- Ability to respond to phone and counter enquiries in a timely and appropriate manner.

### **INTERPERSONAL SKILLS**

- Well-developed verbal and written communication skills.
- Ability to prepare simple reports and correspondence.
- Excellent customer service skills.
- Ability to maintain confidentiality where required.

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## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Certificate III in business administration or lesser form of qualification with skills and demonstrated experience in a similar role.
- Proficient in the use of the MS Office Suite and maintenance of software databases.
- Local Government experience desirable.
- Demonstrated experience in executive support, administration, secretarial and general office procedures desirable.
- Well-developed organisational skills, including experience in the organisation of meetings and workshops desirable.
- Knowledge and experience in environmental health issues or other regulatory services desirable

### **Other requirements**

- Current Victorian driver's license.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

**ORGANISATIONAL RESPONSIBILITIES**

<b>Child Safe Standards</b>	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
<b>Equal Opportunity</b>	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
<b>Fraud and Corruption</b>	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
<b>Record Keeping</b>	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
<b>Right to disconnect</b>	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
<b>Risk Management and Workplace Health &amp; Safety</b>	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.

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Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee

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Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Direct Supervisor

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