

Position Description

Position Title:	Environmental Health Officer
Reports To:	Team Leader – Environmental Health
Responsible For:	N/A
Group and Team:	Customer and Environment – Environmental Services
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To assist our Environmental Health team to contribute to a high standard of health and well-being in the community through education, collaboration and monitoring of the relevant bylaws and legislation. To promptly undertake investigations and complaints for a positive resolution as well as apply your extensive legislative knowledge to inspections as per your audit programme.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Provision of Enforcement, Inspections, Investigations and Advice

- Delivery of education, monitoring, inspections, audits and reporting in accordance with Acts, Regulations and Bylaws including but not limited to:
 - Food Act 2014
 - Sale and Supply of Alcohol Act 2012
 - Health Act 1956
 - Invercargill City Council bylaws
 - Hazardous Substances and New Organisms Act
 - Local Government Act 2002
- Schedule and undertake annual/monthly inspections and audits as per the agreed inspection programme timeframes
- Ensure all inspections, consent/licence applications, and any required reports are accurately actioned and processed within statutory and procedural guidelines.
- Promptly respond to and investigate any complaints or requests and action them according to statutory and policy requirements, and the agreed programme.
- Work collaboratively with team members and the team leader to resolve situations and where necessary take enforcement actions including issue of notices, undertaking closure, issue infringements and take appropriate legal action
- Provide enforcement, monitoring, sampling, surveying and suitable advice to clients on Environmental Health matters

Legislation

- Maintain knowledge on legislation and keep up-to-date with relevant Acts, Statutes, Bylaws, Regulations and Policies so that these may be applied correctly.
- Liaise with relevant parties to ensure legal and technical opinions are sought when appropriate.
- Ensure you are able to apply legislation and advice relating to Council, seeking clarification and advice from the Team Leaders and other experienced team members when unsure.
- Ensure you are aware of your own limitations in relation to your knowledge and understanding and actively seek to increase knowledge of the regulatory aspects of role.
- Actively assess required changes caused by legislative change.

Resource Management Functions

- Ensure that environmental noise is measured and assessed and that investigations and reports on noise complaints, including necessary enforcement actions are carried out.
- Liaise with other agencies and providers involved in resource management as required
- Work collaboratively with Resource Management Planning staff on issues requiring multi department responses including appointment as an enforcement officer under the Resource Management Act 1991 as requirement

Quality Management System

- Undertake all tasks in accordance with the Quality Management System to ensure a consistency of approach and actively participate in the process for continuous improvement, identifying opportunities to make our systems and procedures better.
- Provide assistance and support to team members to develop, implement and maintain process procedures in line with accreditation
- Ensure any performance issues or overrun timeframes are discussed with your Team Leader.
- Embrace other's suggestions made through the process of continuous improvement and be flexible to change.
- Assist in the review of procedures and quality systems.

- Positively contribute to quality audits – both internal and external.

Policies and Procedures

- Assist in the development and updating of policies, plans and procedures that comply with relevant current legislation or bylaws.
- Consult with other Territorial Local Authorities (TLAs), partners and the community as necessary when developing policies and procedures.

Education, Support and Advice

- Initiate or contribute to educational programmes or information resources, aimed at educating and informing the community, and promoting health initiatives.
- Ensure information resources and educational programmes are effective at promoting initiatives and informing others.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

Bachelor of Applied/ Health Science (Environmental Health) or Graduate Diploma in Environmental Health
 Recognised person under the Food Act 2014
 Eligibility for registration as an Environmental Health Officer by the New Zealand Institute of Environmental Health
 Current full New Zealand driver's licence

Desirable:

Scientific and specialist experience or qualifications in some aspect of the field of environmental health e.g. HSNO, Noise monitoring, Food Control Plans
 Licence Controller Qualification under the Sale and Supply of Alcohol Act 2012

Knowledge, Skills and Experience

Essential:

Knowledge of health related legislations and relevant regulations
 Extensive knowledge and understanding of technical aspects of environmental health practices
 Well-developed computer knowledge, particularly in the use of Microsoft Office Word, Excel and other web based databases/ software applications
 Knowledge, skills and experience in undertaking investigations
 Well developed, effective verbal and written communication skills, including clear and concise report writing

Desirable:

Well-developed interpersonal and networking skills
 Proven customer service skills
 Organisational skills including prioritising and working to deadlines
 Previous experience in the food industry

Agreement

Employee

Name *Sign* *Date*

Manager

Name *Sign* *Date*

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health and Safety

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.