

Position Description

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

Purpose

To provide professional environmental health services and advice to members of the public and other Council staff, as well as project management services. You will also be responsible for providing advice and support to the Team Leader – Environmental Health, Manager – Environmental Services and Group Manager – Consenting and Environment.

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)*

Providing Environmental Health enforcement, inspections, investigations and advice

- Undertake duties required of an Environmental Health Officer / Compliance Officer / Licensing Inspector, and other statutory duties required under relevant legislation and bylaws administered by the Invercargill City Council and other Councils for whom a contract of service is held. These duties may include some after-hours or weekend work.
- Inspect and audit registered premises and undertakings within area of responsibility as per the agreed inspection programme.
- Provide enforcement, monitoring, sampling, surveying and suitable advice to clients on Environmental Health matters.
- Promptly respond to any complaints or requests and action according to statutory and policy requirements, and agreed programmes.
- Enforce local bylaws and legislation, such as Litter Act 1978, Hazardous Substances and New Organisms Act, Local Government Act 2002, Food Act 2014 and such other Environmental Health related legislation.
- Implement and undertake an annual / monthly inspection and audit programme of premises in conjunction with other team members to determine compliance with relevant legislation and plans.
- Action and process inspections, consent/licence applications, LIM/PIMs and any required reports within statutory and procedural guidelines.
- Undertake investigations into complaints and requests from the public in a timely manner to ascertain compliance with the relevant legislation or policy.
- Ensure investigations are thorough and accurate, including meeting with appropriate parties, documenting discussions and information gained.
- Complete thorough, concise reports within agreed timeframes ensuring reports outline issues clearly and correctly outline any issues of non-compliance with relevant legislation.
- Support the Alcohol Licensing Inspector in carrying out duties under the Sale and Supply of Alcohol Act 2012 as required.
- Seek support and guidance, when necessary, from the Team Leader – Environmental Health, Manager – Environmental Services or Group Manager – Consenting and Environment.

Resource Management Functions

- Undertake Resource Management functions as required, including the appointment as an enforcement officer under the Resource Management Act 1991.
- Carry out and report on investigations (independently or together with Planning staff or other agencies as appropriate) on resource management issues and consents within relevant field of expertise.
- Investigations and reports on noise complaints, including taking necessary enforcement actions, are carried out.

Assistance in Developing Policies and Procedures

- Assist in the development of policies, plans and procedures ensuring they comply with relevant current legislation or bylaws.
- Ensure developed and updated policies and procedures are accurate and fully compliant with relevant current legislation, and within timeframes.
- Ensure policies, plans and procedures are updated and/or put out for consultation when necessary, to ensure compliance with current legislation.
- Consult with other Territorial Local Authorities (TLAs), partners and the community as necessary when developing policies and procedures.

Organising, Attending and Facilitating Meetings

- Organise and attend council, committee and partnership meetings providing assistance in the preparation of agendas and minutes when required.
- Organise, facilitate and attend community group and other meetings including Maori, Pacific and other communities when required ensuring they actively engage participants, and allow Council to work collaboratively with a wide cross section of groups and communities.

Regular Reporting

- Complete monthly, quarterly or other reports and an annual report that outlines the outcomes achieved. Reports may be required for Council or relevant government or non-government agencies.
- Ensure all reports are concise, correct reports and contain all relevant information are prepared within agreed timeframes.
- When required, assist with the preparation of Customer and Environment committee reports and such other reports, within required deadlines.

Project Management

- Provide professional project management services ensuring allocated projects are completed within required timeframes and budget, and in accordance with best practice guidelines.
- Provide regular updates on project developments are reported as required by the Manager.

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, and are well received by a wide audience.

New Legislation and Updates

- Keep up to date with new legislation and updates ensuring management and team members are aware of any changes and legislative requirements.
- Seek legal or technical advice where appropriate.

Quality Management System

- Undertake all tasks in accordance with the Quality Management System.
- Provide assistance and support to other team members to develop, implement and maintain the Quality Management system.
- Ensure adherence to monthly schedules is maintained and reported in accordance with agreed timelines discussing any performance issues or overrun timeframes with management.
- Ensure regular peer review of reports, letters and other documents to guarantee they are in accordance with relevant legislation, and are technically and grammatically correct.
- Ensure documentation is legally, technically and grammatically correct.

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

Registered as an Environmental Health Officer by the New Zealand Institute of Environmental Health

Licence Controller Qualification

Current NZ driver's license

Desirable:

Specialist experience or qualifications in some aspect of the field of environmental health

Qualifications in Hazardous Substances and New Organisms, as well as National Environmental Standards

Manager's Certificate under the Sale and Supply of Alcohol Act 2012

Knowledge, Skills and Experience

Essential:

At least four years' experience working as an Environmental Health Officer

Proven administration skills

Well-developed computer knowledge, particularly in the use of Microsoft Office Word, Excel and databases

Knowledge, skills and experience in undertaking investigations and report writing

Well developed, effective verbal and written communication skills

Ability to prioritise and meet deadlines

Sound time management and organisation skills

Desirable:

Well-developed networking skills

Skilled in policy development

Project management training

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, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being 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.