

INFORMATION PACKAGE

Shire of East Pilbara

Environmental Health Officer

Job code: #133

Full Time, Permanent | Newman | Subsidised Housing OR Living Allowance

Make this role you own!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Environmental Health Officer**. In this position you will be responsible for the identification, assessment and evaluation of public and environmental health risks within the Shire as well as advising and implementing effective intervention strategies to satisfactorily address them. This role is responsible for undertaking health premises inspections, investigations and compliance action as well as instigating preventative control measures to protect the health and wellbeing of the community and environment.

You will have:

- Bachelor of Applied Science (Environmental Health) or other qualification acceptable for appointment as an Environmental Health Officer under the Public Health Act 2016
- Good working knowledge of Environmental Health, Public Health and Environmental Management legislation
- Good working knowledge of Microsoft Suite
- Well development interpersonal, negotiation skills and communication skills (written and oral).
- Organisational and time management skills with the ability to undertake duties in an ethical manner and adhere to confidentiality provisions
- Analytical, research and conflict resolution skills
- Process initiative and the ability to work unsupervised within tight timeframes in a small team environment

Remuneration and Benefits Include:

- Annualised salary between **\$90,526** and **\$98,464**, *plus...*
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), *plus...*
- Subsidised housing with subsidised water and electricity or Living Allowance of up to \$20k per annum, *plus...*
- Relocation expenses paid - up to \$10,000 intrastate (or \$15,000 interstate), *plus...*
- Commuting use of Shire motor vehicle with fuel provided, *plus...*
- Eligibility for Long Service Leave and Professional Development, *plus...*
- 5 weeks Annual Leave and One Rostered Day Off every 19 working days.
- Discount on gym, recreation and aquatic centre memberships.

Make this role your own in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a **current Resume and Cover Letter** addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Information Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on **(08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Peter Edward – Manager Building Services** by telephone on: **(08) 9175 8000**

www.eastpilbara.wa.gov.au

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Environmental Health
Officer

Directorate

Aviation &
Regulatory
Services

Reports to

Coordinator
Environmental
Health Officer

Position Number

#133

Position Level

LGIA 7

Position Summary

Responsible for the identification, assessment and evaluation of public and environmental health risks within the Shire as well as advising and implementing effective intervention strategies to satisfactorily address them.

The role provides detailed specialized advice to internal and external stakeholders and ensures that the Shire of East Pilbara meets its statutory obligation with respect to legislative compliance. This role is responsible for undertaking health premises inspections, investigations and compliance action as well as instigating preventative control measures to protect the health and wellbeing of the community and environment.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Supporting good governance through the application of good decision making and consistency of application;
- Working collaboratively to deliver projects and outcomes for and on behalf of the Shire;
- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for assigned high-risk projects;
- Actively contributing towards the achievement of financial efficiencies and quality of service;

- Proactively report upon, and mitigate, organisational risks.

Role Accountabilities

- Interpret, apply and provide advice on Health and other relevant statutes, regulations and local laws to the general public, the Council, senior management, industry and government agencies
- Where appropriate develop and implement innovative public and environmental health programs and policies
- Perform all health premises routine and statutory audits and inspections, sampling and compliance activities
- Interpret and enforce legislation, policies and standards including the instigation of legal action and the provision of evidence
- Implement the Shire’s environmental health risk monitoring programme including the routine and incidental monitoring of food, water, environmental noise, other pollution incidents and the interpretation of sampling, survey and monitoring data to inform environmental and public health intervention strategies
- Assessment of all applications for food businesses, onsite waste water management systems, public buildings, public events and the examination of all accompanying drawings for compliance with applicable standards and legislation
- Process all required registration certificates, licences and permits
- Review Food Safety Management Plans, Drinking Water Quality Management Plans, Recycled Water Quality Management Plans, Noise, Dust and Vibration Management Plans for compliance with applicable standards, guidelines and legislative requirements and provide appropriate advice to applicants
- Maintain and regularly review all relevant registers



and records required by legislation of Shire policies and procedures

- Organise and present health campaigns, health education and health promotion programs when required
- Prepare reports and reviews contributing to the implementation of the Shire's Public Health Plan

Provision of Administration Services

- Review, develop and make recommendations on proposed and existing local Laws policies and best practice environmental and public health intervention strategies
- Continually evaluate, revise and monitor processes to ensure a high level of service delivery
- Develop and/or revise standard operating procedures that outline the best methodology for completing tasks/duties
- Provide advice and direction to the Administrative Officer in the receipting, processing and record management of various environmental and public health related applications.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

- Bachelor of Applied Science (Environmental Health) or other qualification acceptable for appointment as an Environmental Health Officer under the Public Health Act 2016
- Good working knowledge of Environmental Health, Public Health and Environmental Management legislation
- Good working knowledge of Microsoft Suite
- Well development interpersonal, negotiation skills and communication skills (written and oral).
- Organisational and time management skills with the ability to undertake duties in an ethical manner and adhere to confidentiality provisions
- Analytical, research and conflict resolution skills
- Process initiative and the ability to work unsupervised within tight timeframes in a small team environment

Desirable Criteria

- Good working knowledge of Pesticide Safety and Contaminated Sites legislation
- Knowledge of Local Government structure and activities
- Good knowledge of vector control, mosquito and LG Environment Noise Management and communicable diseases

Remuneration details

Award

Employment conditions in accordance with the Local Government Officers' (Western Australia) Award 2021.

Cash salary component:

- Annualised salary between \$90,526 and \$98,464
- 20.5% Superannuation includes: 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5 % of the specified salary.

Accommodation:

- Subsidised housing with subsidised water and electricity OR Living Allowance of up to \$20k per annum.

Relocation expenses: (excludes Newman residents)

- Removal expenses for furniture and personal effects;
- Family travel costs;
- Transport of one personal vehicle;
- Up to \$10,000 intrastate or \$15,000 interstate (GST incl.).

Hours of Work:

- As per the Award provision, ordinary hours of work are 38 hours per week.

In addition:

- Uniform allowance of \$440 per annum
- 5 weeks annual leave
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) months completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Other Benefits and services:

- Discounts for staff for the use of recreation and aquatic center facilities as per shire policy.
- Free health and fitness assessments by qualified staff at the recreation centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Shire. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.