

Position description

Environmental Health Officer

Summary information

Section	Environment	Directorate	City Living
BCC number(s)	BCC1096, BCC1098, BCC1099, BCC1596, BCC1685, BCC1686, BCC1893, BCC1894 and BCC1916	Position type	Permanent, full-time
Grade	Grade 12	Skill descriptor	Band 3 Level 2
Reports to	Coordinator Environmental Health Regulation – BCC1099, BCC1596, BCC1686 and BCC1893 Coordinator Environmental Pollution Regulation – BCC1096, BCC1098 and BCC1916 Coordinator Development and Contaminated Land – BCC1685 and BCC1894	Direct reports	No
Approval limit	\$50,000	Release limit	\$0
Created/reviewed	February 2026		

Our Values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all of their objectives.

1. Position purpose

This role is primarily responsible for:

- providing local places and spaces that are clean and healthy and turn awareness and commitment into action to halt or reserve the effects, pressures and threats on the built and natural environment by working in collaboration with our community and other stakeholders
- developing and participating in the implementation of projects, strategies, policies, guidelines and procedures that align with this commitment, specifically environmental health.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Relevant degree level qualifications in an environmental health or related field
- Sound knowledge of and solid experience in current environmental health issues and experience in the development of strategies and policies related to the environmental health field of work
- Current class C driver's licence.

Desirable:

- Relevant Local Government experience
- Demonstrated high level of oral and written communication skills, including the ability to deliver presentations, write correspondence, complex reports, grant applications and award submissions
- Computer literacy in basic Microsoft Office applications and the ability to quickly learn corporate applications
- Demonstrated analytical problem-solving skills.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Ensure all scheduled environmental health programs are undertaken in accordance with the appropriate legislation
- Greater than 95% of registered food premises inspected at least once per year
- Greater than 95% of registered premises with cooling towers inspected at least once per year
- Greater than 95% of registered premises where there is a risk of infection inspected at least once per year
- Greater than 95% of onsite sewerage management systems inspected once per 3 years.
- Facilitate appropriate environmental health promotion and education programs that address the needs of our community
- The implementation of actions and development of new initiatives that ensure Council and the community are moving towards sustainability
- Ensuring all allocated tasks are completed in an efficient and competent manner within the time frame specified
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.

- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

Administration

- Participate in existing programs and develop, document, implement and evaluate new innovative environment and sustainability related policies, projects and programs that align with our Environmental Sustainability Policy and Council's Delivery Program
- Establish collaborative partnerships with relevant organisations and stakeholders
- Monitor and report on relevant budget considerations
- Document all work and keep files and records up to date
- Volunteer management duties if applicable.

Environmental programs

- Actively participate in the implementation of the following programs:
 - Public health inspections:
 - Food premises/vehicles

- Skin penetration premises
- Cooling towers
- On-site sewage management facilities
- Commercial swimming pools
- Public health incidents.
- Environmental surveillance:
 - Noise pollution
 - Air pollution
 - Water pollution
 - Land pollution
 - Environmental emergency incidents
 - Contaminated land management
 - Environmental health assessment of Development Applications
 - Sedimentation and erosion control.
- Ensure the availability of accessible and relevant information about environmental health programs
- Participate in events, workshops and festivals as required.

Communication

- Provision of efficient service to all customers including:
- All correspondence VIP and customer requests (RMs) replied to in accordance with the nominated performance criteria
- Answer telephone and “counter” enquiries as required
- Identification of system changes required to improve the quality and timeliness of environmental health programs and services
- Regularly review environmental health information published on our website.
- Participate in team meetings
- Represent Council on relevant working groups, committees, meetings and boards
- Provide specialist advice and deliver presentations to relevant working groups, committees, meetings and boards
- Represent the Manager and/or team, as required. This may be required after core business hours
- Prepare correspondence and reports as required
- Production of educational material, media releases and documents, as appropriate in relation to environmental health

- Provide accurate and helpful advice to businesses, other authorities and the community in respect to environmental health matters.

Incident response

- Participate in the Environmental Health Team's non-core/after business hours service procedures. This may include being the designated:
 - After business hours emergency incident response officer which may require being present in the office outside of core hours, on Christmas Day and New Year's Day
 - Late finishing officer
 - Environmental Health Officer for major events including Australia Day celebrations, the Blacktown City Festival and the Environmental Workshops.
- These designations would be assigned on a rotational basis with other Environmental Health Officers.
- You will be entitled to flexible working arrangements. The first priority is the maintenance of acceptable workflows. This may mean you will be required to commence or finish work at a specified time.

Judgement and problem solving

- Monitor changes and developments in environmental health initiatives and programs, identify potential problems, and develop appropriate responses.

Corporate representation and image

- In all dealings and activities on behalf of Council, act in accordance with Council's Code of Conduct and actively promote a positive image of Council to promote a positive image means:
 - Behaving in a manner that helps achieve the objectives and interests of Council
 - Actively creating goodwill by using/demonstrating positive helpful, cooperative, proper, supportive, ethical behaviour at all times.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance Criteria

As per Council's performance management system.

Acknowledgement and Agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: