

Position:	Environmental Health Officer
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
Award Classification:	Band 6
Division:	Community Life
Department:	Community Safety
Team:	Environmental Health
Date Reviewed:	August 2026
Approved By:	Manager Community Safety
Current Incumbent:	VACANT

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

OUR APPROACH

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

surfcoast.vic.gov.au

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.
- Deliver 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, Legal Advisors, Schools, Community Groups and Peak industry bodies.

KEY RESPONSIBILITIES

- Carry out all statutory functions of an Environmental Health Officer under the Food Act 1984, Public Health and Wellbeing Act 2008, Environment Protection Act 2017, Tobacco Act 1987, Residential Tenancies Act 1997 and other legislated or general tasks that maybe related to the position.
- Assess applications for approval under the *Food Act 1984* including mobile and temporary food premises using the state-wide registration database.
- Conduct onsite wastewater management system (OWMS) assessments required under the *Environment Protection Act 2017*.
- Contribute to Council's food sampling program.
- Conduct and report on investigations of infectious disease notifications from the Department of Health and Human Services.
- Assist with the delivery of Council's Childhood, School and Staff Immunisation Sessions.
- Respond to internal referrals, providing assessment from an environmental health perspective, with an aim of minimising negative public health impacts.
- Participate in the preparation and documentation of legal briefs and attend legal proceedings, as required.
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support services (such as food safety inspections at markets, festivals and events and public health nuisance investigations).

OUR APPROACH

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

surfcoast.vic.gov.au

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Perform duties as prescribed under the Food Act 1984, Public Health & Wellbeing Act 2008, Environment Protection Act 2017, Tobacco Act 1987, Local Government Act 2020, Residential Tenancies Act 1997, other relevant Acts, Regulations, Codes of Practice, Local Laws and other matters delegated by Council.
- Provide specialist advice in the area of expertise to internal and external clients.
- Provide accurate advice and information, mindful of possible repercussions of legal litigation and Council's legal liability.
- Submit monthly reports on activities conducted within own designated areas as well as reporting on any attendance to approved training undertaken during the period.
- Be autonomous in designated area and liaise with Coordinator Environmental Health where deemed appropriate on contentious issues.
- Ability to provide input into policies and procedures using specialist skills and knowledge.

JUDGEMENT AND DECISION MAKING

- Ability to research, investigate, identify and solve problems and make decisions independently, without supervision using procedures, practice guidelines and the application of professional knowledge gained through experience.
- Ability to make decisions based on statute, procedure, policy and/or established guidelines.
- Skilled at assembling adequate information and using such information to determine appropriate decisions.
- Ability to maintain a high level of confidentiality.
- Take responsibility for personal performance and learning & development.
- Take responsibility for health and safety in accordance with Occupational Health & Safety legislation.
- Work autonomously in the delivery of day to day statutory functions and other general public health duties to be undertaken by the position.
- Work collaboratively with the Coordinator Environmental Health and other peers to resolve more complex matters that fall into the public health realm.
- Guidance and advice is usually available.

SPECIALIST SKILLS AND KNOWLEDGE

- Understanding of the relevant Acts, Regulations, Codes of Practice, technology, procedures and practices used within Health Services.
- Understanding how the goals and objectives of the Council Plan, Health and Wellbeing Plan and other Council Strategic Plans relate to the delivery of Environmental Health Unit services.
- Maintain and improve quality in carrying out work duties.
- Knowledge and understanding of computer systems relevant to the Environmental Health Unit.
- Participate in the development of 'continuous improvement' principles relating to the Environmental Health Unit services.
- Ability to inspect registered premises and write appropriate reports.
- Ability to undertake correct food sampling procedures.
- Ability to understand and communicate technical and legal information relating to Public and Environmental Health issues at all community levels.
- An understanding of evidence informed preventive health practice.
- Highly developed written and verbal communication skills and the ability to prepare clear and concise reports and presentations.
- Computer Skills (MS Office, Outlook, other software packages relevant to the role).

OUR APPROACH

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

MANAGEMENT SKILLS

- Ability to contribute to the development of procedures, strategies, activities and guidelines for the Environmental Health Unit.
- Ability to manage own time and plan and organise own work to meet set objectives: including statutory obligations for designated area.
- Understanding of and the ability to implement personnel policies and practices relating to Occupational Health and Safety and Equal Employment Opportunity.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Highly developed written and verbal communication skills and ability to prepare clear concise reports in area of expertise.
- Ability to relate to coordinator, manager, other staff, community groups and individuals in a professional and cooperative manner.
- Ability to collaborate on specialist matters with a variety of internal and external stakeholders and individuals.

KEY SELECTION CRITERIA

Qualifications and Experience

- Degree or Diploma of Applied Science/Environmental Health or similar qualification as declared by the Secretary of the Department of Health and Human Services and eligible to be a member of Environmental Health Professionals Australia.
- Demonstrated ability to interpret and apply relevant legislation, regulations, policies and guidelines to make decisions and clearly communicate to people internal and external to the organisation.
- Excellent interpersonal skills, with the ability to relate to people both internally and externally to the organisation.
- Well-developed verbal and written communication skills.
- Demonstrated commitment to a team philosophy and a willingness to participate in continuous improvement of work practices.
- An understanding of Council's Environmental Health service's roles, responsibilities and programs delivered by the Unit.

Other requirements

- Current Victorian driver's licence
- 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

Child Safe Standards	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. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	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.
Fraud and Corruption	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.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	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.
Risk Management and Workplace Health & Safety	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.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

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.