

Environmental Health Officer

Position Number:	P081014
Banding/Remuneration:	Band 6
Division/Branch:	City Development/Community Safety and Amenity
Reports To:	Team Leader Public Health
Date Approved:	March 2026

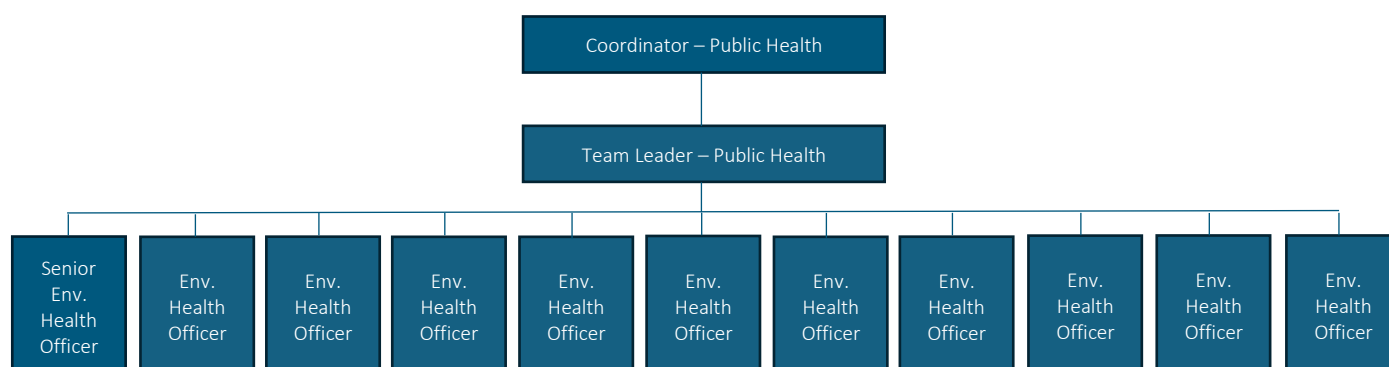
Position Objectives:

To effectively and efficiently administer and implement the legislative requirements in respect of food safety, infectious disease, public health and the environment as delegated by Council.

To actively participate in public health service provision to achieve the delivery of quality and innovative public health outcomes.

To contribute to the success of Council through active teamwork, facilitation and effective performance of the responsibilities and duties of this position.

Team Structure:



Key Responsibility Areas:

Implementation and Enforcement

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 and other legislated or general tasks that are related to the position, including but not limited to:

- Conducting food safety assessments/inspections of food premises, including mobile and temporary businesses operating at markets, festivals and events
- Assessing applications for approval under the Food Act 1984, including mobile and temporary food premises using the state-wide online registration platform, and the Public Health and Wellbeing Act 2008
- Contributing to Council's statutory food sampling program
- Conducting inspections of premises registered with Council under the Public Health and Wellbeing Act 2008, including prescribed accommodation, beauty and body art businesses
- Investigating Public Health related complaints and instigate appropriate remedies in accordance with relevant legislation and Council policy
- Investigating and attending to reports of infectious disease from the Department of Health or the Local Public Health Unit
- Contributing to surveillance and sampling of aquatic facilities as required
- Initiating legal action (including preparing prosecution briefs) and act as informant when appropriate and as directed
- Responding to internal referrals that require a public health perspective within specified timeframes, with an aim to minimising any public health impacts
- Undertaking entry of data in relation to food safety assessments, inspections, complaints, food sampling and status of food safety programs
- Contributing to the planning and delivery of education and promotion programs on Public Health issues.

Continuous Improvement

Contribute to the improvement of services, practices and procedures that continually enhance services and work practices.

Provide innovative ideas and suggestions to continually improve services and work practices.

Customer Service

Strong customer service focus and an ability to apply service approaches in an administrative and enforcement environment.

Communicate effectively and use conflict resolution techniques as necessary.

Accountability and Extent of Authority:

The goals and objectives of the position shall be determined on an annual basis and the incumbent shall operate within a monthly reporting schedule to ensure completion of those goals and objectives.

The freedom to act in relation to the regulation of local business and members of the public is subject to regulations, policy of the Public Health unit and regular supervision.

The freedom to act in relation to resource management and policy development shall be prescribed by the Team Leader Public Health and/or Coordinator Public Health.

Judgement and Decision Making:

A demonstrated capacity to solve problems within the specialised methods, procedures and processes associated with the provision of Public Health. Provide solutions to problems where gaps in established policy and procedures are identified.

The position is required to accurately interpret and apply legislation, regulations, Council policies and procedures.

Judgement is exercised within the framework of legislation, policies, research findings and guidelines relevant to public health.

A demonstrated capacity to identify and analyse public health issues and make recommendations in relation to efficient and effective service delivery.

Guidance and advice is available from the Senior Environmental Health Officer and Team Leader Public Health.

Specialist Knowledge and Skills:

Excellent knowledge of the application and interpretation of the Food Act 1984, Public Health & Wellbeing Act 2008, Tobacco Act 1987, Environment Protection Act 2017 and other relevant legislation, regulations and Codes of Practice.

Well-developed conceptual, analytical and problem-solving skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

Demonstrated proficiency in the application of Public Health practice and the delivery of Public Health services.

Understanding of the long-term goals of the Public Health Unit and the relevant policies of both the Public Health Unit and the City of Monash.

Eligible for membership of Environmental Health Professionals Australia (EHPA).

Excellent knowledge of infectious disease control.

Ability to organise and deliver education and promotion activities.

Familiarity with relevant computer/PC applications and software.

Management Skills:

Demonstrated skills in managing time, setting priorities, planning and organising one's own work within a set timetable.

Ability to work with the team in organising and delivering Public Health portfolios.

Understanding of and the ability to work with the team in implementing personnel practices, including those related to EEO, OH&S and employee development.

Interpersonal Skills:

Strong customer service focus and ability to apply customer service approaches in an administrative and enforcement environment.

Ability to gain co-operation and assistance from members of the public and other employees in the administration of activities required by an Environmental Health Officer.

Ability to liaise with counterparts in other organisations to discuss matters concerning Public Health.

Ability to discuss matters of Public Health with other employees in other functions within the organisation to resolve intra-organisational problems.

Well-developed interpersonal, written and verbal communication skills - able to liaise widely, resolve issues, present education programs and provide information and advice in a professional and informative manner.

Ability to set goals and objectives, manage time, prioritise work, meet deadlines and work unsupervised.

Ability to contribute to ideas and demonstrate initiative and flexibility.

Ability to resolve conflict both internally and externally.

Qualifications and Experience:

Degree in Bachelor of Health Science (Public and Environmental Health) or equivalent and be eligible for membership of Environmental Health Professionals Australia (EHPA).

Experience related to the delivery of Public Health services within Local Government.

Current Victorian driver's licence.

Key Selection Criteria:

A Degree in Bachelor of Health Science (Public and Environmental Health) equivalent and be eligible for membership of Environmental Health Professionals Australia (EHPA).

Experience in applying all relevant Acts and Regulations.

Excellent interpersonal and communication skills and the ability to solve problems with customers and colleagues in an enforcement environment.

Well-developed writing skills including the ability to prepare correspondence in response to matters of varying complexity.

A demonstrated ability to work as part of a team as well as operate autonomously.