



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



POSITION DESCRIPTION



POSITION TITLE	Lead Environmental Health Officer	CLASSIFICATION	Level Six (6) – Level Seven (7)
DIRECTORATE	Planning, Environment & Community Services	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
DEPARTMENT	Community Education & Compliance	REPORTS TO	Manager Community Education and compliance
POSITION NO.	64,552.00	LAST REVIEW DATE	March 2025

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering the majority of Council's customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... Building Communities through engagement, trust, innovation and value.

C. DEPARTMENT & POSITION SUMMARY:

The Community Education and Compliance (CEC) Department aims to promote an integrated, education-first approach to Council's responsibilities in maintaining public order, health, safety, and wellbeing within our communities. The department is dedicated to enhancing the understanding and capacity of residents,

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business owners, and visitors regarding their obligations to comply with policies and standards related to the built and natural environment, food safety, local laws, and animal management.

The Lead Environmental Health Officer position provides food safety, health promotion, environmental protection, and vector control services in the region, assuring a high standard of environmental health and compliance is maintained in the community and in the greater Isaac region.

The Lead Environmental Health Officer is responsible for leading, mentoring, and providing technical guidance to Environmental Health Officers. This role ensures the professional development of the team, fosters a culture of continuous improvement and maintains high standards in Community Education, environmental health compliance and enforcement

As a member of a multidisciplinary team, ensure that an efficient and effective service is provided and that the outcomes, particularly in the area of are Community Education of a high standard, consistent with Council and community expectations.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Exercise supervisory responsibility by providing leadership and mentoring to the Environmental Health team, demonstrating both humility and a genuine affinity and respect for people.
2. Coordinate the Environment Health workgroup in line with corporate standards and demonstrating the PECS Noble Purpose Enablers and cultural inclusiveness driven by the Chief Executive Officer;
3. Undertake legislative compliance in the Isaac Region in accordance with the *Food Act 2006*, *Public Health Act 2005*, *Environmental Protection Act 1994*, *Waste Reduction and Recycling Act 2011*, the *Transport Operations (Road Use Management) Act 1995* and maintain the Isaac Regional Council Local Laws.
4. Provide proactive 'technical mentoring' in terms of the interpretation and communication of environmental and public health legislation to the team members and report to the Compliance and Integration Manager with respect to any perceived training requirements of Officers and assist with the development of general training and areas of specialisation.
5. Negotiate complex and sensitive matters with internal and external customers.
6. Develop technical reports, committee reports and correspondence in accordance with Council standards.
7. Develop and implement work practices and procedures for various projects within the department, subsequently reviewing their operational effectiveness.
8. Make recommendations and decisions based on sound risk assessment and apply a proportionate compliance strategy in line with processes and escalations contained in Council Policy, Procedures, and Frameworks that also considers public interest factors

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9. Display engaging interpersonal skills to communicate complex concepts in plain language to customers, and build collaborative and respectful relationships with industry stakeholders;
10. Endeavour to negotiate positive outcomes through education and awareness and effective communication to resolve community complaints in a timely and efficient manner.
11. Investigate more complex breaches in a mentoring capacity and as required, including completion of file notes, statements, application's for court orders to enter or applications for warrants.
12. Receive and assess licence and permit applications under the relevant State legislation and oversee audits of activities to ensure compliance.
13. Represent Council, including provision of evidence in a court of law as required.
14. Exercise judgement and delegated authority, and proactively contribute to the development and implementation of Environmental Health procedures, consistent with industry best practice, through the provision of expert advice.
15. Conduct field inspections, sampling and analysis, audits and compliance checks to the required standard to facilitate the assessment of compliance of relevant licenses premises/activities as well as for responding to customer requests on alleged breaches.
16. Demonstrate initiative, autonomy and team collaboration in identifying, developing and delivering community education and awareness programs centring on Environmental Health;
17. Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes
18. Develop and implement operations for the Isaac vector control program, including provision of advice and direction to the community regarding the control of potential disease vectors and environmental issues and control measures;
19. Establish effective and professional stakeholder networks with neighbouring councils, state, and federal government agencies;
20. Undertake internal compliance programs for Environmentally Relevant Activities (ERAs);
21. Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
22. Implementation and ongoing management of the cultural leadership program and the assigned aspects of the Isaac Capability Plan 2027 both within the department and directorate; as well as positively influencing their implementation corporately.
23. Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
24. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose and Council's Vision and Values;
25. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
26. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. High level supervisory and team management skills, including coaching and mentoring of teams in a medium to large organisation.
2. High level knowledge of the *Local Government Act 2009*, the *Food Act 2006*, *Public Health Act 2005*, *Environmental Protection Act 1994*, *Waste Reduction and Recycling Act 2011*, the *Transport Operations (Road Use Management) Act 1995* and Regulations, and Council's Local Laws and

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associated subordinate local laws undertaking investigations, entry to premises, collection of evidence, and determination of appropriate compliance or enforcement responses.

3. Demonstrated ability to effectively manage case allocations, specifically the ability to be able to prioritise demands and workloads, undertake investigations including evidence collection and
4. Demonstrated ability to formulate concise and accurate written correspondence, memorandums, reports, and statutory notices.
5. High level of proficiency with computer use (desktop and mobile), software applications, access information from databases and document management systems.
6. Excellent oral communication and interpersonal skills with a proven ability to communicate effectively with people at all levels and from all backgrounds and the ability to act tactfully in sometimes very sensitive situations.
7. Ability to display empathy and tact when communicating with residents who are concerned about the impacts of noncompliance and display engaging interpersonal skills to communicate complex concepts in plain language to customers.

EXPERIENCE

1. Attained at least five (5+) years' experience in undertaking investigations and determining appropriate compliance or enforcement strategies as an Environmental Health Compliance Officer or similar Local Government work fulfilling the duties of this Position Description including experience in managing multidisciplinary teams, growth and accountability, resulting in high performance outcomes.
2. Demonstrated experience in the environmental health services field particularly in the areas of food safety, wastewater and public health nuisance assessment.
3. Demonstrated experience driving strategic and business transformation initiatives resulting in excellent outcomes.
4. Demonstrated excellence in complex decision making, taking into account public interest considerations.
5. Demonstrated ability to implement change and allocate resources in a way which responds to community need and business priorities.
6. Demonstrated experience in producing complex reports, correspondence and briefing material for senior, executive management and elected officials.

QUALIFICATIONS

Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.
2. Tertiary qualifications in Environmental Health or equivalent accredited by Environmental Health Australia and eligibility for membership to the Environmental Health Australia.

To be considered for appointment at Level Seven (7), you will need to have:

- (a) Attained more than five (6+) years' experience in undertaking investigations and determining appropriate compliance or enforcement strategies as an Environmental Health Compliance Officer, or similar Local Government work fulfilling the duties of this Position Description; and
- (b) A proven track record in delivering effective management of complex staff performance matters including developing and providing clear direction for staff to achieve their performance targets; and
- (c) Completed a Certificate IV in Government Investigations.

Position Specific Requirements & Conditions

1. Ability to pass a pre-employment functional assessment and/or behavioural testing.

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- The successful candidate will need to be appointed as an 'authorised person' and pass a 'powers of entry' test for the relevant legislation.
- This position is required to undertake frequent travel by motor vehicle for patrols of the region with accommodation provided by Council often unaccompanied and through remote and isolated areas.
- The incumbent of this position has been identified as a person working in an 'at risk work location' or is an 'at risk' worker. It is compulsory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation which include Hepatitis A, Hepatitis B, Tetanus, and Q Fever.

F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs
<input type="checkbox"/> 6 - 8 Hrs	<input checked="" type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

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Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

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Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

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Isaac Regional Council

We're delivering in a changing world

OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.

OUR VALUES

COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.