

# Environmental Health Officer - Relief

Full-time, temporary (9 months)



## EMPLOYMENT INFO PACK

**POSITION:** Environmental Health Officer  
– Relief  
*Full time, temporary for 9 months*

**JOB VACANCY NO:** PE.RE.102

**CLOSING DATE:** Friday, 30 October 2020

2 Truscott Crescent Exmouth WA 6707  
PO Box 21 Exmouth WA 6707

Telephone: (08) 9949 3000 Facsimile: (08) 9949 3050  
Email: [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au)  
Website: [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au)

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## Working for the Shire of Exmouth

The Shire of Exmouth is a dynamic, progressive organisation with a highly motivated workforce that delivers quality services and facilities to the community. We employ around 80 staff and provide an exceptional and committed service. We create an environment where every employee has an opportunity to succeed.

## Work / Life Balance:

- Flexible working hours with a Rostered Day Off (RDO) agreement available for some departments
- 5 weeks annual leave per year
- Personal leave/Parental leave

## Health Incentives:

- Discounted Partridge Memorial Swimming Pool pass for permanent full time and part time employees.
- Access to the Shire's health and wellbeing program, such as skin checks and flu vaccinations.

## Attractive Superannuation:

The Shire of Exmouth offers attractive additional superannuation benefits on top of the statutory contribution in accordance with the Shire of Exmouth Enterprise Agreement 2017.

## Pristine Location:

The Shire of Exmouth is situated 1,270 kilometres north of Perth, on the tip of the North West Cape in Western Australia. Covering 6,504 km<sup>2</sup> the district is bordered by the Exmouth Gulf and the pristine Ningaloo Coast World Heritage area. Exmouth is one of the few areas in Australia that can boast the reef to range experience.

The Ningaloo region is famous for its pristine beaches perfect for camping, snorkelling, fishing, water sports or simply relaxing and soaking in the superb scenery. The region offers extraordinary year-round wildlife experiences with whale sharks, humpback whales, turtles, manta rays and much more.

## Exmouth town:

Exmouth is a small town with a population of approximately 2500 people. Every year, in the winter months the number of visitors arriving in Exmouth triples the resident population.

While the town was founded around defence industries, tourism is now the largest industry in the Shire with eco-tourism development experiencing significant growth.

Other industries that contribute significantly to our local economy include defence, government services and industries to support the offshore oil and gas industry, tourism support services such as hospitality and accommodation along with fishing, pastoral, aquaculture, light engineering and construction.

## Make a difference:

Working for the Shire of Exmouth can give you a sense of satisfaction and provide the opportunity for a diversity of work experience that has a direct effect on your local community and environment.

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## Environmental Health Officer - Relief

The Shire of Exmouth (Shire) has an exciting opportunity for an Environmental Health Officer to join our team.

Reporting to the Environmental Health Officer, this position will ensure that the Shire meets its responsibilities to protect public health, including administering and enforcing legislation and providing relevant education to the community.

The Environmental Health Officer - Relief will work with the Environmental Health Officer to oversee all aspects of service delivery within the Shire's Environmental Health Services portfolio and will provide professional assistance, information, advice and reports to all internal and external stakeholders.

The successful applicant will possess a Bachelor of Applied Science (Environmental Health) or equivalent acceptable to the Chief Health Officer, Department of Health.

This position requires a minimum of 2 years' relevant experience with an understanding of the workings of Local Government, as well as detailed knowledge and understanding of the Environmental Health legislation and related standards and law.

The Environmental Health Officer - Relief role will be offered to the successful candidate on a full-time, temporary basis for a period of nine (9) months.

This position is classified as Level 9 under the Shire of Exmouth Enterprise Agreement 2017, attracts a rostered day off on the basis of a 19-day month and is entitled to Shire housing allowance and attractive Superannuation benefits. Relocation assistance may be considered for the right candidate in accordance with Council policy.

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## How to Apply:

Completed job applications are to be submitted to [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au) or to the Shire of Exmouth office.

***Due to current border restrictions, only WA applicants will be considered.***

We can only accept electronic applications emailed in Word or PDF format or alternatively submit a printed application.

*Mark all correspondence:* Private and Confidential

*Attention it to:* Human Resources

*Deliver it either by:* Post: Shire of Exmouth, PO Box 21, EXMOUTH WA 6707  
Hand: Shire of Exmouth, 2 Truscott Crescent, EXMOUTH WA 6707

*Email:* [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au)

For enquiries about this position please contact Carla Webster (Environmental Health Officer) on (08) 9949 3008.

## Application Deadline:

Applications for this position are to quote (PE.RE.102) and are to be received no later than **4:30 pm Friday, 30<sup>th</sup> October 2020.**

## Position Details:

### Environmental Health Officer – Relief

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following documents:

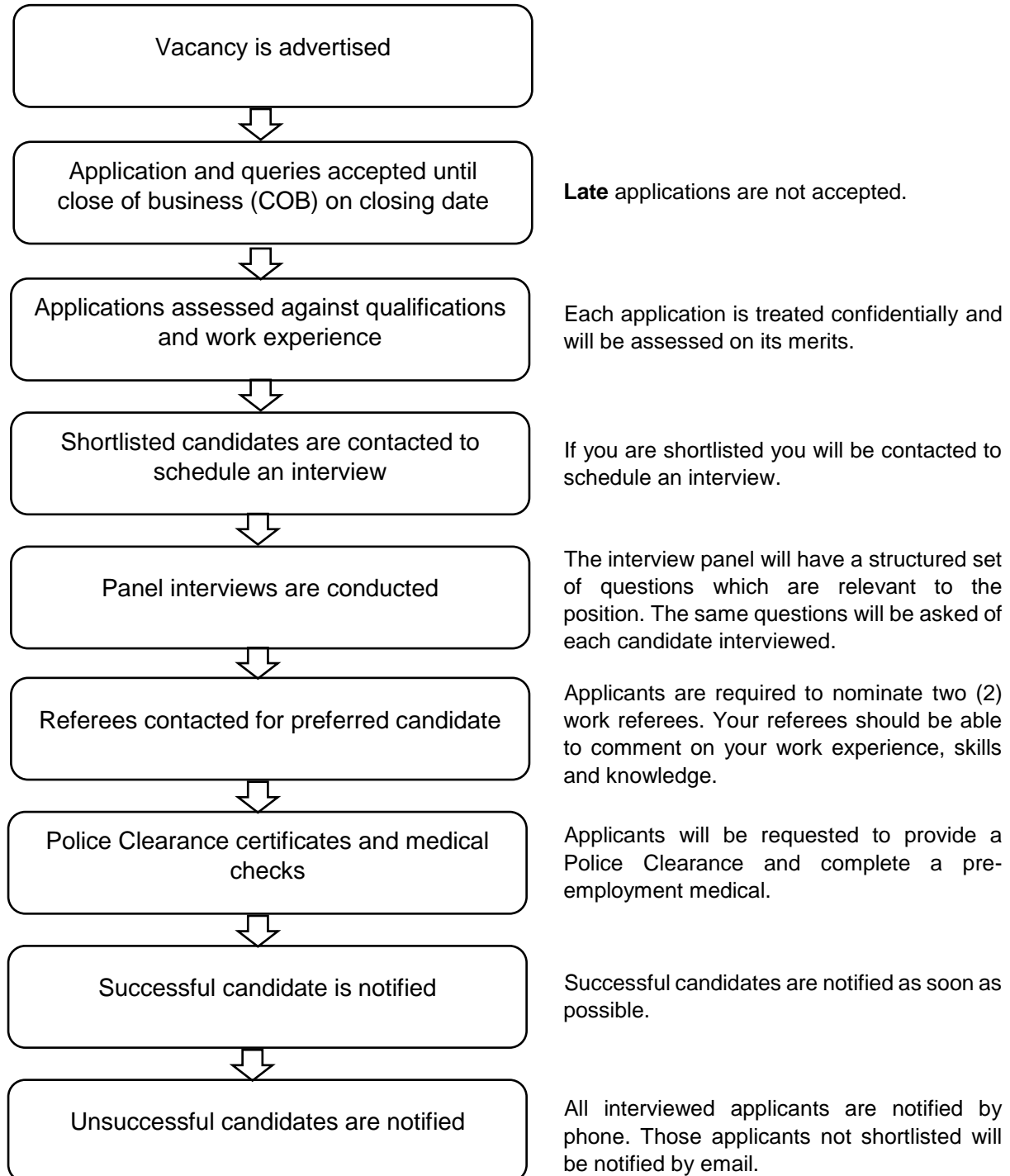
1. **A cover letter** outlining why you believe you are the best applicant for this role.
2. **A current resume** with the details of your previous work history, qualifications and other competencies including knowledge, skills and abilities you think are relevant to the position.
3. **A completed application form** contained at the end of this job application package.

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## The Recruitment / Selection process:



**Withdrawing your application:** Should you for any reason want to withdraw your application from the process, simply send advice to the Shire in writing, stating your name and the vacancy number.

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## Annual Remuneration Package\*

Annual Salary	\$ 80,217
<b>Total base salary</b>	<b>\$ 80,217</b>
Housing Allowance (p.a.)	\$ 5,200
<b>Total cash component</b>	<b>\$ 85,417</b>
Tool of trade (mobile phone re-imburement, p.a.) up to	\$ 420
Superannuation guarantee 9.5%	\$ 8,115
Council Scheme** 5%	\$ 4,271
<b>Total Package Value (p.a.)</b>	<b>\$ 98,222</b>

\* Award: Shire of Exmouth Enterprise Agreement 2017

\*\* Subject to employee contributing a minimum 5%

## Hours of Work:

This position is based on 76 hours a fortnight and entitled to a 19-day month rostered day off (RDO) arrangement.

## Annual Leave:

Full-time/part time employees will be entitled to five (5) weeks annual leave.

Part-time employees will receive a pro-rata portion of the annual leave entitlement according to their hours worked. Casual employees are not entitled to paid annual leave.

## Superannuation:

The Shire of Exmouth currently contributes additional superannuation on top of the statutory contribution in accordance with the Shire of Exmouth Enterprise Agreement 2017.

## Probationary Period:

The appointment is subject to a probationary review in accordance with the Shire of Exmouth Enterprise Agreement 2017.

## Code of Conduct:

All staff must carry out their duties in accordance with the Shire of Exmouth Code of Conduct for Elected Members (Councillors) and Staff as varied from time to time.

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## **Police Clearance Certificate:**

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police.

People with criminal records are not automatically excluded from the recruitment process. Each application will be considered on its merits.

## **Pre-Employment Medical:**

This position is subject to a medical clearance to ensure the successful applicant can meet the inherent requirements of the position. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Exmouth.

Pre-existing illnesses will not automatically exclude candidates from the recruitment process.

## **Drug & Alcohol Testing Requirement:**

The preferred candidate will be required to undertake a pre-employment drug and alcohol screen prior to an offer of employment. The Shire of Exmouth has an ongoing drug and alcohol testing and program in place.

## **Equal Opportunity:**

The Shire of Exmouth is committed to equal opportunity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

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## Position Description:



### POSITION DESCRIPTION

Date: 15 October 2020



## 1. Position Identification

<b>Title:</b>	Environmental Health Officer - Relief				
<b>Position Number:</b>	PE.RE.102	<b>Level:</b>	9	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Development Services				
<b>Section:</b>	Environmental Health				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Environmental Health Officer
<b>Internal relationships:</b>	Human Resources Executive Managers CEO All Staff
<b>External relationships:</b>	General Public Government Agencies
<b>No of Direct Reports:</b>	nil

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.



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## 4. Role Purpose

Reporting to the Environmental Health Officer the role of the Environmental Health Officer - Relief is to ensure the Shire of Exmouth's (Shire) meets its responsibilities to protect public health, including administering and enforcing legislation related to environmental health and providing health education to the community.

## 5. Key Objectives

To oversee all aspects of service delivery within the Shire's Environmental Health Services portfolio as delegated by the Environmental Health Officer or Executive Management.

To maintain a high level of customer service by providing professional assistance, information, advice and reports to the Chief Executive Officer, Executive Manager Development Services, Council, staff, general public, public authorities and businesses in relation to Council's Environmental Health Programmes and projects in the Shire of Exmouth.

Participate in initiatives undertaken to achieve the goals of the Shire of Exmouth Strategic Plan.

## 6. Key Responsibilities

### Environmental Health Services

Ensure that all the requirements of the Food Act, Health Act, Environmental Protection Act, subsidiary regulations and relevant Local Laws and Policies adopted by Council are complied with, including but not limited to:

- Notifiable Infectious Diseases
- Food Hygiene
- Water Quality
- Public Buildings
- Lodging Houses
- Noise
- Mobile Food Business
- Caravan Parks and Camping Grounds

Ensure plans and specifications of all buildings to be erected within the Shire are examined with regards to the requirements of the Food Act, Health (Miscellaneous Provisions) Act, Public Health Act and all Regulations and Local Laws (by-laws) relating to public health.

Carry out inspections of food premises to ensure compliance with the Food Act and Local Government Act where applicable and to attend to associated correspondence, notices and reports.

Inspect and supervise the control of offensive trades carried out in the Shire.

Liaise with the Public Health Department, Local Government Department and other relevant Government Departments regarding Health matters likely to affect the Shire.

Prepare reports to Council and the Executive Manager Development Services when required on all health-related matters and in regards to the activities of the Environmental Health Section.

Prepare and monitor pest control and eradication programmes for insects (mosquitoes, fly and biting midge, etc) and rodents as required and liaise with the Executive Manager Development Services to implement these programs.

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## General

Coordinate and manage positions responsible to this position and the functions of the sections.

Attend Council, Standing Committees and Occasional Committee meetings as required by Council.

Ensure that all relevant policies, procedures, specifications, standards and budgets within the areas of responsibility are adhered to.

Develop operational practices and guidelines as they pertain to the position or in proportion with legislative changes.

## Other

Any other duties consistent with the level of this position.

## 7. Leadership Capabilities

Develop a culture of teamwork both within the department and across the organisation.

Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Strategic plan.

Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.

High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

## 8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the OH&S Act 1984 and other relevant regulations, codes of practice and guidance notes. These include but are not limited to the following:

- Providing a safe working environment that is free of hazards for employees, volunteers, contractors and visitors;
- Actively promoting a safe and healthy workplace and lead by example;
- Consulting with workers on all safety related activities;
- Ensuring all identifiable hazards are risks assessed and control measures are in place to manage and/ or eliminate;
- Ensuring all incidents within their work area are reported and adequately investigated to prevent recurrence;
- Ensuring employees are provided Personal Protective Equipment (PPE) and use it;
- Ensuring employees have safe methods of performing the required tasks and those methods are documented;
- Ensuring employees are adequately trained and assessed as competent for relevant tasks;
- Ensuring employees are adequately supervised; and
- Actively promoting and participating in the Work Injury Management Program of relevant employees.

## 9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supports diversity and a culturally sensitive workforce.

Champion and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

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## 10. Qualifications and Work Experience

### Essential

- Minimum 2 years proven experience in an Environmental Health position within Local Government or the commercial or public sectors with an understanding of the workings of Local Government.
- Detailed knowledge and understanding of the Environmental Health legislation and related standards and laws.
- Bachelor of Applied Science (Environmental Health) or equivalent acceptable to the Chief Health Officer, Department of Health.
- Ability to demonstrate and support the values of the Shire of Exmouth.

### Desirable

- Working knowledge of Occupational Safety and Health Act and Regulations.

### Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Australian Work Rights.

## 11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
CEO	Cameron Woods		
Manager HR& Governance	Kathleen Fish		
Executive Manager	Mike Richardson		
Employee			

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*

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Application Form:

**Email or print this form (all three (3) pages) when complete to submit with your Resume and Covering letter. (Applications not received in full may not be accepted.)**

Your Name:	
Position Title:	Environmental Health Officer - Relief
Vacancy Number:	PE.RE.102
Your daytime contact number:	
Your current residential address:	
Tick option on how would you like to be informed and give details:	<input type="checkbox"/> Email - <input type="checkbox"/> Post -

## REFEREES

You are required to provide the names and contact details of a minimum of 2 referees who can provide feedback about your work performance. **Referees preferably should be your current or most recent supervisor.** It is a requirement that information provided by an applicant can be verified by referees before an appointment is made.

### Referee Number 1

Name:	
Organisation:	
Position:	
Contact Number:	

### Referee Number 2

Name:	
Organisation:	
Position:	
Contact Number:	

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## LICENCE

Please list your current licences to successfully carry out this position.

Licence Type	Licence Number	Expiry Date

## CURRENT EMPLOYMENT

Are you a Local Government employee?

Yes - (complete [Section A](#))

No - (complete [Section B](#))

### Section A

Position Title:

Employment Status:

Permanent  Contract

Date Appointed:

### Section B

Current Employment (Position):

Current Employer:

Date Commenced:

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## HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking duties of the position you are applying for?

Yes  No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the Shire. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

## Shire of Exmouth EMPLOYMENT DECLARATION

Please circle or underline your response to the following:

- |  |     |    |
|--|-----|----|
| 1. <b>Are you an Australian citizen?</b><br>If yes skip to Q4 & provide proof of citizenship   | Yes | No |
| 2. <b>If not an Australian citizen, have you been granted permanent residency?</b>   | Yes | No |
| 3. <b>Are you legally permitted to work in Australia?</b><br>(Please provide a copy of your working visa)  | Yes | No |
| 4. <b>Have you previously been employed by the Shire of Exmouth?</b>   | Yes | No |
| 5. <b>How did you hear of this vacancy?</b><br><input type="checkbox"/> Shire Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Noticeboard <input type="checkbox"/> Other _____ |     |    |

Please tick to indicate your acknowledgement:

- I understand employment with the Shire is subject to the satisfactory completion of a probationary period or extended period should this arise.
- I have read, understood and responded to the above information. To the best of my knowledge and belief, it is true and accurate in every detail.
- I understand the Shire reserves the right to verify all information contained in this application. Any false information may be sufficient cause for my rejection of application or dismissal if employed.
- I understand that should I be successful, my employment is subject to a medical examination by a doctor nominated by the Shire, a drug & alcohol clearance and a police clearance. I authorise disclosure of the results of these documents to the Shire.
- I consent to any reference checks which may be necessary to support this application.

\_\_\_\_\_  
SIGNATURE of Applicant

\_\_\_\_\_  
Date