

POSITION DESCRIPTION

ENVIRONMENTAL HEALTH OFFICER

DETAILS	
Location	Masterton
Business unit	Environmental Services
Reporting to	Environmental Services Manager
Directs reports	Nil
Delegated responsibility	As per the delegations register
Salary range	\$63,580 - \$82,280 Midpoint \$74,800

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial Council in New Zealand.

Key to this:

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

A	Accountability
C	Creativity
T	Teamwork
I	Integrity
O	Open communication
N	No excuses
S	Service

TE TIRITI O WAITANGI

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY DEPARTMENT

Role of the Environmental Health team

To provide advice and carry out appropriate measures to enable council to meet its obligations to protect public health. Services include education, consultation, monitoring, inspections and investigations that keep the community safe from health risks and to maintain a safe environment.

MY ROLE

- Public health outcomes are achieved through ensuring legislative requirements are being met in food premises and other businesses operating under a health license. There is also responsibility to respond to all environmental health service requests and to maintain, protect and improve the health, safety and wellbeing of the public by ensuring and enforcing compliance with all relevant health legislation.

MY KEY RESULT AREAS

Public Health operational processes

- Delivery on the Public Health education, monitoring, reporting and compliance programme for activities licensed in accordance with regulations, bylaws and Acts including:
 - Food Act 2014
 - Health Act 1956
 - Local Government Acts 1974 and 2002
 - Sale and supply of Alcohol Act 2012
 - Hazardous Substances and New Organisms Act 1996
 - Resource Management Act 1991
 - Wairarapa Consolidated Bylaws and Masterton District Council standalone bylaws and policies
 - Civil Defence and Emergency Management Act 2002

Ensure safety of licensed public health activities through ensuring compliance with legislative requirements and Wairarapa Consolidated Bylaws and Masterton District Council standalone bylaws and policies.

Work collaboratively with team members and manager to resolve situations and where necessary take enforcement action including issuing notices, undertaking closures, issuing infringements and taking appropriate legal action.

The inspection and monitoring programme is delivered within prescribed timeframes.

Reporting is completed accurately, and reports are prepared and provided within agreed timeframes.

Comply with all processes described in quality management systems and in accordance with best practice.

Required follow up is scheduled and appropriate recommendations are made to inform quality decision-making that ensures public health is maintained and health risks minimised.

Incidents of non-compliance are dealt with in a timely manner and followed up and recorded where appropriate.

Recommendations are made to inform council's economic development strategy.

Provision of quality guidance

Technical knowledge is kept up to date to ensure provision of quality information and advice based on legislation and industry best practice.

	Quality advice is provided to customers and appropriate options and solutions recommended for compliance.
	Information is interpreted and presented in an appropriate and meaningful way for the intended audience.
	Regular updates on current and future thinking in local and global industry matters are provided to support delivery across the team.
	Contribute to team development and process change initiatives.
	Actively participate in the development of policies and practices to ensure the impacts of changing legislation are addressed.
Relationship and stakeholder management	Effective relationships are built and maintained to enable delivery of regulatory activities.
	Effective liaison and coordination with stakeholders which delivers positive outcomes for council.
	Networks are developed and effectively managed to enable delivery of a quality service to the public.
	Complaints are investigated and proactively managed with all parties to bring about a satisfactory resolution.
Public awareness and education	Quality relationships are leveraged to raise awareness of good environmental health practice in the local community.
	Sound information provided that helps educate and inform quality decision-making by business owners and operators.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner.

Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff.

Ensure all incidents, hazards and risks are reported.

Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role.

Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

Set realistic goals for own performance

Undertake change based on regular self-evaluation and feedback

Identify opportunities for personal and professional development and growth

Undertake both internal and external training identified as relevant to the role

Policies and Procedures

Comply with Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.

Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

Other duties

All duties must be carried out to the prescribed timeframes, systems, quality and standards and to the satisfaction of the Manager Strategic Planning.

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.

Participate in Council's civil defence emergency response

Participation in relevant emergency response training and duties as requested by the Chief Executive.

Such other duties as may be required from time to time by the Manager Strategic Planning.

MY KEY RELATIONSHIPS

Internal

Environmental Services Team

Manager Strategic Planning

Customer Service Team

Planning and Building Manager and team

Utility Services Team

External

Local business owners and operators

Local councils and regional council

Public Health Service

Ministry for Primary Industries (MPI)

Ministry of Health

District licencing agency

Analytical laboratories

Regional EHO networks

Public

Police

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

National Diploma in Environmental Health Science (NZ) or an equivalent relevant tertiary qualification in accordance with the Environmental Health Officers Qualifications Regulations 1993.

Demonstrated working knowledge of the legislation enforced by environmental health professionals.

Demonstrated experience in premises inspections, environmental health monitoring, auditing and verification of food control plans.

Licence Controller Qualification (LCQ)

Full competency in Microsoft Office suite.

Current full Driver Licence

Competencies

Demonstrated customer service focus.

Effective liaison and relationship management skills, including negotiation and diplomacy.

Demonstrated research and report writing skills.

Sound reasoning and problem-solving ability.

Demonstrated ability to influence and negotiate with stakeholders to achieve appropriate compliance outcomes.

Effective in planning and managing own workload with ability to prioritise effectively.

Personal Attributes

Respectful, honest and open.

Politically savvy.

Operates with integrity, respecting diversity and other's needs.

Ability to listen, respond to, and deliver solutions to customers using sound judgement.

A solution-focused, proactive approach to identifying and solving problems.

Positively takes on challenges.

Takes accountability for own actions.

Cooperative and engages with others, shares workload.

An effective and respectful team player.

An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
HR Advisor	1.0		20 August 2020

ATTACHMENT A

Masterton District Council Organisation Structure

