

POSITION DESCRIPTION

POSITION TITLE	Environmental Health Trainee
DIRECTORATE - SECTION	Community Engagement – Community Health & Safety
LEVEL - EBA	2 – Salaried Agreement
RESPONSIBLE TO	Coordinator Environmental Health

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To assist in providing Environmental Health services, including but not limited to, public health, food safety and environmental issues.

KEY RESULT AREAS

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

Coordinator Environmental Health is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made with regard to initiatives and programs being implemented.

ENVIRONMENTAL HEALTH/PUBLIC HEALTH

Provide a timely and responsive high level environmental and public health service to the community.

ADMINISTRATION

Effectively manage allocated duties, and other allocated actions and tasks, to ensure a responsive and efficient health service is provided to the community. Maintain and update records.

CUSTOMER SERVICE

Provide a timely high-level customer service, ensuring a consistently positive image of Council to the community and other stakeholders.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Current enrolment in an Environmental Health course recognised by the Chief Health Officer (essential)
- Successful completion of all first-year subjects (desirable)

KEY TASKS

- Assist with the food sampling program, document results, and notify vendors and manufacturers.
- Assist with routine water sampling of public swimming pools and non-scheme water supplies.
- Undertake inspections of a general nature when authorised entry to the premises is not required.
- Maintain register for quarterly servicing of ATU's and liaise with service agents as required.
- Process matters arising through field responsibilities by personal contact, phone contact, internal and external correspondence.
- Assist with routine administrative duties.
- Conduct routine inspections of low-risk food premises as required.
- Conduct and assist in projects as required by Coordinator Environmental Health and Manager Community Health & Safety.
- Maintain health files and information records.

SELECTION CRITERIA

1. Current enrolment in an Environmental Health course recognised by the Chief Health Officer.
2. Exceptional customer service skills and an ability to negotiate positive outcomes that benefit our community.
3. Competent and accurate administrative skills, including use of MS Office software, letter and report writing, and record keeping.
4. Developed ability to prioritise work tasks to achieve set outcomes on time.
5. Sound knowledge and experience in the application of public and environmental health legislation, policies and guidelines (desirable).

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Intermittent sitting & standing/bending/trunk rotation.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Environmental Health
DATE PD REVIEWED/APPROVED: 15 February 2023
