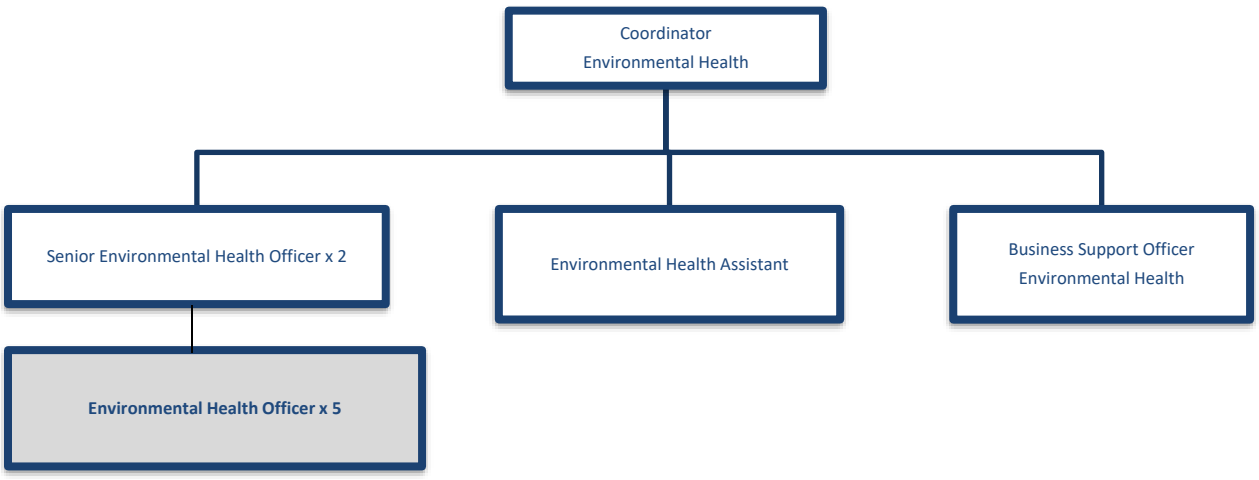
Position Description

Position Title:	Environmental Health Officer
Position No:	3104A / 3105 / 3120 / 5039 / 5141
Position classification:	L5/6 NEG
Status:	Permanent Full Time
Position revised on:	21/09/2026
Directorate:	Planning
Business unit:	Health & Compliance
Service area:	Environmental Health
Location:	City of Melville Civic Centre
Reports to:	Coordinator Environmental Health
Reporting line:	Coordinator Environmental Health (In Direct) Senior Environmental Health Officer (Direct)

Primary Purpose

Support the strategic and operational objectives of the City through the provision and maintenance of Environmental Health Services programs and initiatives.

Structure



Principle Accountabilities

- Provide support to Senior Environmental Health Officer to ensure the efficient and effective operation of the Environmental Health Team.
- Report complex Health matters to the Senior Environmental Health Officer in a timely and appropriate manner.
- Provide timely, accurate advice to internal and external stakeholders in relation to the provision of Environmental Health Services.
- Serve as a mentor for the Environmental Health Assistant.
- Undertake sampling programs or proactive Environmental Health programs where required.
- Conducting routine proactive assessments, investigate customer service enquiries and process applications relevant to Environmental Health.
- Review Development Applications and undertake assessments and applications for the Environmental Health team.
- Undertake compliance activities for the Environmental Health team and support cross functional compliance activities for the City.
- Provide technical advice, support, training and guidance to Environmental Health Assistant and Administration team.
- Provide and interpret reports relevant to Environmental Health.
- Undertake other tasks as requested within scope and level of position.
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams and meets customer and organisational needs.
- Take appropriate action in line with established policies and practices with the aim of maintaining a strong customer service.
- Assist in the review, development, maintenance of systems, policies and procedures to ensure continuous improvement of Environmental Health practices within the City's Business Management System and Quality Assurance Principles.
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment & Quality culture.
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams to meet customer and organisational needs.

Position Specifics

Essential Requirements

- Qualifications acceptable to the Executive Director of Public Health for appointment as an Environmental Health Officer or authorised person.
- Appointment as Authorised Person and Inspector under the Environmental Protection Act 1986 or eligibility for such appointment.
- Sound knowledge and practical application of the Food Act 2008, Health (Miscellaneous Provisions) Act 1911, and Environmental Protection Act 1986.
- Experience in conducting Environmental Health assessments, enquiries and programs.
- Demonstrated experience in compliance and enforcement activities, including initiating and undertaking legal proceedings.
- Written and verbal communication skills including report writing.
- Excellent negotiation, decision making and conflict resolution skills.
- Current 'C' Class Drivers Licence.

Desirable Requirements

- Interpretation and application of relevant Australian standards.
- Working knowledge of Food Safety Programs and auditing processes.
- Local Government experience in the same or similar role will be highly regarded.
- Experience in mentoring and staff supervision will be highly regarded.
- High level organisational and timekeeping skills.

Other

- Work under limited supervision.
- Act as Senior Environmental Health Officer as required.
- Exercise initiative and judgment where work practices, standards and practices, objective, and budget constraints are not clearly defined.
- Work proactively within the organisation to promote, support and adhere to a holistic, Safety, Health, Environment and Quality culture and associated policies and procedures.
- Make decisions with consideration to social, economic and sustainable impacts for the benefit of the community.
- This position does not have purchasing authority.