Organisational Environment

Strathfield Council’s long term plan for the future of the Strathfield area – the Strathfield 2025 Community Strategic Plan represents the shared vision for Strathfield - both Council and the community - and sets clear goals and strategies to meet this vision.

Strathfield 2025 is based on five broad inter-related themes that were derived from an extensive community engagement process, which identified priorities for the community’s future.

To create a high performance culture that delivers on these key themes, Council’s Workforce Management Strategy underpins Strathfield 2025 and Council’s Values. The Workforce Management Strategy is designed to create a people management culture that encourages leadership in individuals and teams that allows everyone to be the best they can.

A strong commitment to the principles of sustainability is required at every level of the organisation; this is reflected in Council’s strategic documents: Strathfield 2025, Delivery Program and Operational Plan. Council’s Quadruple Bottom Line (QBL) addresses environmental, social, economic and civic leadership considerations. Applying a QBL approach ensures that community priorities are addressed in a balanced and holistic manner.
Strathfield Council Values

Strathfield 2025 and Council’s Workforce Management Strategy are underpinned by Council’s commitment to the following fundamental organisational values. These values guide the way Council as an organisation carries out our business and delivers activities and services for the Strathfield community.

Team Work
We approach all our work as a team, sharing our skills and resources for our clients’ benefit. We value the health and safety of our people.

Integrity
We will maintain our reputation for honesty and integrity and our ability to fulfil our promises.

Professionalism
We value our clients, and are accountable for the work we do with them.

Respect
We show respect to those we deal with both inside and outside the Council.

Organisational Structure

Department
The Infrastructure and Development Department is responsible for the provision of services relating to:

- Infrastructure Planning
- Environmental Services
- Service Delivery and
- Planning and Development.

Section
The Environmental Services section is responsible for services relating to:

- Waste management and recycling
- Environment and compliance.

Position
- The purpose of the position of Environmental Health Officer – Trainee is to receive training and to achieve a degree in environmental health by involvement in the various aspects of the Environmental Section and its operations, and to assist the various branches in achieving their objectives.
- To help promote the image of Council as effective, caring, courteous and professional.
**Major role and challenges of the position**

The major challenges for the position of **Environmental Health Officer – Trainee** are to:

- Receive training in different areas of environmental health;
- Assist the various branches in the Environment Section;
- Achieve the conferring of the Degree of Bachelor of Applied Science (Environmental Health) or equivalent;
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any work activity.

**Work Health and Safety (WHS) responsibilities**

The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

- Carry out duties in a manner which does not adversely affect their own health, safety and welfare or that of fellow workers or members of the public.
- Cooperate with measures introduced by Council in the interests of workplace health, safety and welfare.
- Undertake any training provided in relation to occupational health and safety and correctly use any information, training and personal protective equipment and safety devices provided.
- Immediately report any matters or any condition which threatens their safety, the safety of fellow workers or members of the public to their relevant supervisor.
- Take, where necessary, immediate corrective action where there is a threat to health and safety. Further, report and document any corrective action that may be necessary to supervisory staff.
- Comply with the requirements of the Council’s Return to Work program.
- Participate in accident investigations.
- Take all reasonable measures at all times to ensure safe working procedures and correctly use any personal protective equipment applicable to the task to be carried out.

**Key Accountabilities**

- Attend each academic semester of Environmental Studies;
- Assist the immediate supervisor as directed;
- Apply formal and on-the-job training where appropriate to contribute to the effectiveness of the outputs of the section;
- Such duties as directed by the Manager Environmental Services
- Provide assistance to the Environmental Health and Compliance Co-ordinator as directed in the day to day operation of the Environment Services;
- Participate and assist in the implementation and monitoring and registration of the following premises, which are required to be registered pursuant to the Food Act 2003, Public Health Act 1991 and the Local Government Act, 1993:
  - Food Premises
  - Hairdressers/Barbers
  - Beauty Salons
  - Skin Penetration Clinics
  - Mortuaries
  - Boarding Houses
  - Cooling Towers (Microbial control)
  - Water Quality (Swimming Pools and Spa Pools)
- Participate and assist in the development and review of policies and procedures that contribute to the improvement of efficiencies within the Environmental Services;
- Provide timely and accurate comment internal to Council on development applications;
- Carry out inspections in relation to registered premises such as food premises and cooling towers to ensure compliance with relevant legislation and standards;
- Liaise with owners of registered premises and members of the local community to provide specialist advice, education programs and recommendations in relation to registered premises;
- Assist in developing and providing educational material to the community to improve the health of the local community;
- Assist in the monitoring of Council’s water quality programs;
- Monitor and update Council’s database of registered premises to maintain an effective record of activities.

Criteria

Essential
- Continue to be enrolled for academic semesters of the Degree of Bachelor of Applied Science (Environmental Health) or equivalent.
- Demonstrated time management skills with the ability to deal with competing deadlines.
- Effective communication skills both orally and written.
- Competent computer skills in Microsoft office applications and presentation software.
- Proven ability to manage multiple tasks, exercise initiative, meet deadlines and to operate under pressure.
• Demonstrated understanding of and commitment to quality customer service.
• Demonstrated customer service skills with the ability to deal with difficult situations.
• Demonstrated commitment to achieving councils values and organisational behaviours
• Demonstrate a commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles

Desirable

• Hold a NSW Class ‘C’ Driver’s Licence.

Approval of Position Description

• This position description has been reviewed and accurately describes the job.
• Job qualifications and accountabilities are relevant to the position.

Employee: ___________________________
Signature: ____________________________ Date: ______________ 
Manager: ___________________________
Signature: ____________________________ Date: ______________

Position Description reviewed: 25 February 2016