

Position Description

POSITION	: Environmental Health Officer
REPORTS TO	: Environmental Health Team Leader
LOCATION	: Alexandra

Purpose

To implement and monitor measures and controls to ensure the health, safety and wellbeing of the residents with particular attention to alcohol licensing and food safety.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Be
Respectful**



**Work
together**



**Be
courageous**



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this
journey together

Principal Duties and Responsibilities

1. Undertake the role of Environmental Health Officer as required by the Health Act 1956 and Food Act 2014
2. Undertake the role of a Food Act Verifier and Food Safety Officer in respect to the Food Act 2014.
3. Carry out the duties of a Licensing Inspector in respect to the Sale and Supply of Alcohol Act 2012.
4. Process and issue all On, Off, Club, Special Licences, Temporary Authorities and Managers Certificates.
5. Liaise with the Central Otago District Licensing Committee as required regarding applications.

6. Prepare reports for the District Licensing Committee and the Alcohol Regulatory Licensing Authority.
7. To represent Council at District Licensing Committee and the Alcohol Regulatory Licensing Authority hearings.
8. Monitoring of licensed premises to ensure compliance with the Sale and Supply of Alcohol Act.
9. Assist in the review of applicable Council alcohol policies and bylaws as required.
10. Focus on tasks from a customer perspective and take all practical steps to facilitate outcomes by taking a collaborative organisational approach.
11. Attend and participate in emergency operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.
12. Champion, comply and promote Council's health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.
13. Such other duties as directed by the CEO, Environmental Health Team Leader, Planning and Regulatory Services Manager or the Group Manager – Planning and Infrastructure may be required on occasion to assist in the efficient operation of the Planning and Infrastructure Department.

Key Result Areas

Key result of the position will have been achieved when it has been determined that the tasks are being carried out to a satisfactory standard as below:

1. Information requested is provided in a timely and efficient manner ensuring information is factual and correct.
2. All duties are carried out accurately in a timely and pleasant manner.
3. All duties identified in the key tasks are carried out to the satisfaction of the Group Manager - Planning and Infrastructure.

Delegations

Makes decisions within the authority delegated by the Environmental Health Team Leader, Planning and Regulatory Services Manager and the Group Manager - Planning and Infrastructure.

Position Requirements

Experience/Knowledge

- Formal qualification in terms of the Environmental Health Officer's Qualification Regulations 1993.
- Knowledge and experience in Alcohol Licensing
- Experience with Word and Excel
- Data processing
- Office administrative skills
- Public relations
- Experience in Local Government

Specific Skills

- Communication - written and oral
- Ability to deal with "difficult" customers
- Time management
- Must have the ability to retrieve information and produce accurate reports
- Service orientated
- Drivers' licence

Personal Qualities

- Conscientious and tidy
- Honesty and integrity
- Sense of humour
- Self-motivated
- Friendly, patient and supportive
- Punctual
- Positive attitude
- Well-presented professional image
- Able to work with a minimum of supervision
- Initiative to contribute solutions
- Must be adaptable and able to cope with a variety of situations
- Ability to promote the desired image of the Central Otago District Council through good public relations.

Relationships

External

Public/ratepayers
Consultants/applicants
Government agencies
Other Local Government units
Consultants

Internal

Chief Executive Officer
Group Manager – Planning and Infrastructure
Planning and Regulatory Services Manager
Environmental Health Team Leader
Customer Services
Elected Members
All Staff