POSITION DESCRIPTION –
Graduate Environmental Health Officer

Position Title
Graduate Environmental Health Officer

Award Classification
Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.

Date Reviewed
23 October 2026

Our Vision
An inclusive, connected, thriving community.

Our Values
Leadership We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.
Creative Thinking We create a solution-based environment that challenges the status quo and encourages innovation.
Customer Service We meet our service standards in a professional and responsive manner.
Engagement We communicate openly and encourage the active participation of the community.
Respect We treat each other with mutual respect.
Financially Responsibility We deliver services to the community in a sustainable & strategic cost effective way.
Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Provide effective environmental health services for the community which protect public health and wellbeing.
- Ensure that services delivered effectively manage environmental issues and impacts in accordance with statutory obligations, operational procedures and Council policies / bylaws.
- Provide advice, support and education to Council employees and the community with respect to current and emerging environmental health issues.
- Provide specialised advice and assistance in Council's environmental and public health projects and programs.
- Maintain a high level of customer service.

Key Responsibilities and Performance Requirements

Inspections and Investigations

- Conduct inspections of food premises, other applicable premises, public swimming pools, public health risk activities, and regulated systems to determine compliance with relevant Acts, regulations and local laws.
- Investigate cases of notifiable disease referred by Department of Health and Human Services.
- Investigate various public and environmental health incidents and nuisances and resolve associated complaints in a timely manner.
- Provide advice and interpretation of applicable environmental and public health legislation, regulations and local laws to residents.
- Monitor the quality of recreational water.

Community Information and Education

- Provide general and specific advice/direction to business proprietors and residents that is aimed at ensuring compliances with relevant legislation.
- Participate in, and coordinate delivery of, health education and promotion projects and programs aimed at increasing awareness of environmental and public health issues in the community.
- Maintain effective and cooperative communication with all customers, community groups/organisations, business, council and other government authorities/agencies.

Waste Water Management

- Provide internal and external professional advice for installation, commissioning or maintenance of on-site waste water management systems.

Key Responsibilities and Performance Requirements

Other

- Perform routine administrative duties including, but not limited to:
    - Assessment of applications for licenses, permits and registrations as required by statute and Council;
    - Preparation of infringement and other legislative notices and orders, produce correspondence and maintain records; and attending to telephone enquiries.
- Maintain detailed and accurate records of inspections and other activities relating to inspections and investigations utilising Council's data bases and systems.
- Coordinate the school based immunisation program.
- Regulate private drinking water supplier and commercial water carriers.
- Undertake appropriate professional development.
- Adhere to all applicable WH&S, human resource and environmental health policies and procedures.

Organisational Relationships

Reports To

Manager - Community and Development

Internal Liaisons

Dorset Council Management Team, Council staff, Elected Members.

External Liaisons

Residents, community and education networks, professional persons and associations, State/ Commonwealth agencies, other councils, consultants and community agencies and organisations.

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Graduate Environmental Health Officer.
- Accountable to the Manager of Community and Development for the performance of duties.

Essential Skills and Knowledge

- Knowledge of relevant legislation, regulations and other regulatory instruments relating to the position.
- Experience in assessment, compliance and education projects/programs relevant to environmental health.
- Demonstrated ability to be solution-oriented and have a pragmatic approach to risk management.

Essential Skills and Knowledge

- A high level of oral and written communication and inter-personal skills, particularly relating to negotiation, conflict resolution, decision making and problem solving.
- Sound time management skills and demonstrated ability to work autonomously and contribute to a cohesive team environment.
- Acquired experience in computer skills and details of how these skills would contribute to performing environmental health duties.
- Demonstrated ability to utilise monitoring equipment as required.
- Substantial completion toward tertiary qualification in Environmental Health or an appropriately-related field.

Qualifications

- Recent graduate (or graduating soon) in Environmental Health or a related qualification recognised by Environmental Health Australia

Personal Attributes

- Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive image for Council
- Ability to build and maintain cooperative relationships and work well in a team environment
- High level of motivation with the desire to learn and succeed
- Negotiation skills
- Public speaking skills
- Conflict resolution skills
- Leadership skills

I, _____ *(name)*, have read and understood this position description. I agree to perform my role in accordance with its objectives, responsibilities and performance requirements.

Employee Signature: _____ Date: _____