

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position: -

## Environmental Health Officer Fixed Term (May 2025 – November 2025)

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**DEPARTMENT: Corporate & Communities**

**APPLICATIONS CLOSE: Friday 2 May 2025**

**Your application must consist of the following information:**

### CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
  - ∞ Qualifications
  - ∞ Knowledge, Skills and Expertise
  - ∞ People Oriented Skills and Attributes
- Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council  
People and Culture  
PO Box 723  
Mossman QLD 4873**

[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)



**WITH COMPLIMENTS  
INFORMATION KIT**

**Environmental Health Officer  
Fixed Term  
(May 2025 – November 2025)**

**Position Number: 331**

**Closing Date: Friday 2 May 2025**

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**IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

**PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

**EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** *Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.*

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

- POSITION:** Environmental Health Officer (Fixed Term)
- LOCATION:** Mossman Administration Building
- CLASSIFICATION:** Level 3 / 4 / 5
- SALARY:** Salary ranging from \$78,587.53 to \$98,201.10 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
- AWARD:** Queensland Local Government Industry (Stream A) Award – State 2017.
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
- APPLICATIONS:** Applications can be submitted by:
- Addressed to:  
**Private and Confidential**  
Douglas Shire Council  
People and Culture  
PO Box 723  
MOSSMAN QLD 4873
- or
- [recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)
- CLOSING DATE:** **Friday 2 May 2025**

<b>Position Applied for:</b>	<b>Environmental Health Officer (Fixed Term)</b>
<b>Position Number</b>	<b>331</b>

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	<b>Date:</b> _____ <b>Given Names:</b> _____ <b>Family Name:</b> _____ <b>Preferred Name:</b> _____
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<b>Postal Address:</b> _____ _____ _____ <b>Home Address:</b> _____ _____ _____
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<b>Telephone Numbers:</b>  <b>Home:</b> _____  <b>Work:</b> _____  <b>Mobile:</b> _____  <b>Preferred Contact Number:</b> _____ _____  <b>Email:</b> _____
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<b>Have you previously worked for Douglas Shire Council?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Dates:</b> _____
<b>Are you a current employee of Douglas Shire Council?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Dates:</b> _____

<i>Current Employees must complete:</i>	<b>Employee No:</b> _____	<b>Classification Level:</b> _____
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<b>Position Title:</b> _____
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<b>Department:</b> _____	<b>Supervisor:</b> _____
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<b>Are you currently being represented by an external recruitment agency?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Name of Agency:</b> _____
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<b>In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)</b>		
<input type="checkbox"/> Douglas Shire Council website	<input type="checkbox"/> Douglas Shire Council Facebook	<input type="checkbox"/> Douglas Shire Council LinkedIn
<input type="checkbox"/> On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....		

<b>This section is Optional: Do you identify with any of the following groups? (Please tick)</b>		
<input type="checkbox"/> Aboriginal / Torres Strait Islander	<input type="checkbox"/> Disability	<input type="checkbox"/> English as Second Language

<i>Applicant Consent Details (Please Tick):</i>
<input type="checkbox"/> I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.
<b>NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.</b>
<b>Applicants Signature:</b> .....

### POSITION DESCRIPTION

<b>Position Title:</b>	Environmental Health Officer
<b>Position Number:</b>	331
<b>Department:</b>	Corporate and Communities
<b>Unit:</b>	Environment and Planning
<b>Team:</b>	Environmental Health
<b>Reports To:</b>	Coordinator Environmental Health and Local Laws
<b>Award Classification:</b>	Level 3 / 4 / 5 – Level on appointment will be based on relative experience.  Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
<b>Hours:</b>	Nominal 72.50 hours per fortnight, nine (9) day fortnight as per agreement.
<b>Fixed Term:</b>	May 2025 – November 2025
<b>Pre-placement Medical:</b>	Yes
<b>National Police History Check:</b>	Yes
<b>Date Developed:</b>	January 2014
<b>Date Reviewed:</b>	October 2024

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community



Honesty



Trust



Fairness



Teamwork

### Position Objectives

The purpose and function of the position is to:

- To implement Council's Environmental Health and Environmental Protection Programs.

## Organisational Relationships

<b>Position Reports to:</b>	Coordinator Environmental Health and Local Laws
<b>Position Supervises:</b>	Nil
<b>Internal Relationships:</b>	The Environmental Health Officer works within the Corporate and Communities Department and directly with the Environmental Health Team.
<b>External Relationships:</b>	The Environmental Health Officer works with government peers and leaders, Government agencies, customers and the general public.

## Qualifications and Experience

### Essential:

#### Qualifications

- Bachelor of Science (Environmental Health) or equivalent and qualifies for membership of the Australian Institute of Environmental Health.
- Current Queensland "C" class drivers licence (manual).

#### Knowledge, Skills & Expertise

- Knowledge of the relevant Legislation and their relationship to other Legislations.
- Proven ability to set and meet timelines as set by Legislation, Council Local Laws and Policies.
- Good written communication skills.
- Demonstrate a methodical approach to work accuracy of record keeping.

#### People Oriented Skills & Attributes

- Demonstrated commitment to being a Team Member that supports, motivates and participates in team discussions to achieve the unit's goals and Corporate achievement.
- Communication and negotiation skills, maintain working relationships with staff and a range of internal and external customers.
- Capacity to exercise discretion.

### Desirable:

#### Knowledge, Skills & Expertise

- Experience as an Environmental Health Officer.

## Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Conduct routine inspections of regulated businesses (food, high risk personal appearance services, accommodation and environmentally relevant activities.) and ensure compliance and/or enforcement actions occur.
- Undertake investigations on public health, environmental protection, and environmental health related complaints to comply with statutory obligations: recommend or implement outcomes that reflect compliance with the relevant legislation.

- Conduct investigations in respect to Environmental Health and Planning Team matters in line with Council's policies and procedures, as well as industry standards, and state and local laws.
- Undertake special measures designed to reduce or prevent public health risk including disaster or emergency situations.
- Administration of:
  - Public Health Act 2005
  - Food Act 2006
  - Public Health (Infection Control for Personal Appearance Services) Act 2003
  - Public Health (Infection Control for Personal Appearance Services) Regulation 2003
  - Tobacco and Other Smoking Products Act 1998
  - Environmental Protection Act 1994
  - Environmental Protection Policies and Regulations
  - Waste Reduction and Recycling Act 2011
  - Douglas Shire Council Local Laws
  - Douglas Shire Council Policies
- To assist with the implementation of mosquito control programs, including surveillance, property inspections, obtaining and identifying samples, carrying out treatment programs and commencing prosecutions.
- Initiate and undertake Public Health Education and awareness programs.
- Any other duties as required by the Team Leader Environmental Health or Manager Environment & Planning.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

### Performance Indicators

It is expected the incumbent will:

- Demonstrate excellent communication and negotiation skills, establish and maintain effective working relationships with staff, customers and stakeholders.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Provide high quality, consistent and timely advice to Councillors, Council staff, Government agencies, customers and the general public.
- Model behaviours that show a commitment to and understanding of ethical, professional and legal standards that reflect Council's core values.
- Foster and promote a strong focus on customer service and Teamwork.
- Commit to personal development in the areas of technical expertise and continued professional development.
- Ensure the required number of inspections is carried out to a high standard within the designated premises and work area.
- Maintain accurate and detailed records of work.
- Ensure program objectives achieved.
- Contribute positively to the effective operations of Environmental Health Unit in the Environment and Planning department.