

Environmental Health Compliance Officer

Position Outline

Position	Environmental Health Compliance Officer
Work Location	23 West Street, Council's Administration Building
Directorate	Community Services
Section	Environmental Services
Reports to	Coordinator, Environmental Services
Annual Salary Band	\$93,363.94 – \$99,411.40
Classification	Level 4, Administrative, <i>Queensland Local Government Industry (Stream A) Award – State 2017</i> and Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time

POSITION OBJECTIVE

This position is to support Environmental Health Services in achieving the protection of public health and safety through programs relating to Environmental Health, inclusive of regulatory compliance regarding food, public health, and environmental protection. The position will enhance council's public image through responsive and effective relationships and communication with the community, business, and other stakeholders.

POSITION REQUIREMENTS

- Tertiary qualification in Environmental Health as approved by Environmental Health Australia and/or a minimum of two years' experience in an environmental health or other regulatory/compliance role.
- Demonstrated ability to interpret and apply relevant legislation including (but not limited to) the Food Act 2006, Public Health Act 2005, Environmental Protection Act 1994, Waste Reduction and Recycling Act 2011, and determine appropriate compliance approach to Environmental Health.
- Ability to plan and prioritise a demanding workload, along with resourcefulness and initiative to complete objectives within given timelines.
- Ability to communicate effectively with people from a range of backgrounds to achieve a desirable outcome.
- Proven experience in adherence to confidentiality requirements and provision of strong interpersonal skills including verbal, written, interview/negotiation, problem solving, and conflict resolution.
- C Class Drivers licence or ability to obtain prior to commencement.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Carry out the approval process of new and renewal food licence applications submitted under the Food Safety Standards.
- Carry out the approval process for new and renewal applications for mobile food vendors, swimming pools, personal appearance services, caravan parks, and other activities as legislatively required.

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- Undertaking inspections of premises including food premises, mobile food vendors, swimming pools, personal appearance services and caravan parks.
 - Address customer complaints, food recalls, and investigation of food poisoning incidents under the Food Act 2006.
 - Conduct relevant inspections, water quality monitoring and test, and investigations pursuant to the relevant health and environmental protection legislation in a professional and timely manner.
 - Assist with the preparation of monthly, quarterly and annual environmental reports as well as specific environmental health reports as required.
 - Facilitate public education programs and other environmental health community engagement activities as directed.
 - Maintain file records within Environmental Health Services.
 - Follow any other lawful and reasonable directives provided by your supervisor or more senior officer.
 - Undertake the responsibilities of an authorised person to exercise powers to achieve public compliance (pursuant to local government legislation).

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Process and assess applications and approvals within required legislative or Council timeframes.
- Complete assigned complaints, investigations and compliance matters within adopted service standards.
- Achieve completion of scheduled inspections, monitoring and compliance activities annually.
- Ensure reports, notices and compliance documentation meet supervisory quality standards without significant rework.
- Maintain accurate records and submit required reports within agreed timeframes.
- Provide professional customer service and community engagement, with no substantiated complaints regarding conduct, communication or professionalism.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.
- Please contact the nominated person on the Role Description if you require any reasonable adjustments throughout this recruitment process.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).
- All workers of Council are responsible for the wellbeing, physical, emotional and cultural safety of the children and young people who receive our services.
- All workers are expected to act in accordance with the Child Safe Organisations Act 2024, including the Child Safe Standards and Universal Principle in their physical and online interactions with children and young people, including outside the course of their work for the Council.
- All workers are subject to the Reportable Conduct Scheme and its obligations as per the Child Safe Organisations Act 2024. Learn more about our commitment to being a Child Safe Organisation on our website.



Creation Date	1 July 2011
Review Date	16 October 2026
Contact	Manager – Strategy, Policy and Regulation
Closing date	4 November 2026