Environmental Health Officer/Senior Environmental Health Officer

Environmental Protection, Environment and Sustainability

Reports to: Team Lead Food or Team Lead Alcohol

Location: Admin Building, Laings Road

Date: August 2024

Purpose of the role:

To promote and safeguard environmental health in the community by providing leadership and expert technical advice.

The Senior Environmental Health Officer will be expected to assess complex issues and decide on the best path towards achieving compliance. The Senior Environmental Health Officer is expected to have a high level of technical expertise, which will enable them to play a technical leadership role within the team.

The senior role will provide mentoring, guidance and development opportunities to Environmental Health Officers & Environmental Technical Officers, ensuring consistency of approach and decision making for all regulatory issues.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient, and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators, and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*
We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*
We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*
We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau
Work as One Council

He Tātai Muka
People & Performance Focus

He Rangi tā Matawhānui
Open & Adaptable

Te Ringa Tōhau Nui
Business sense

Kāpuia Te Kākaho
Customer & Community Focus

Te Pae Tawhiti
Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at **careers.huttcity.govt.nz/home**

The level of capability required for this role is:

☐ Foundational ☒ Intermediate ☐ Advanced

About the role

Food Verification	Undertake verifications and carry out enforcement of the Food Act 2014. Ensure that verification targets for Food Control Plan's/National Programmes are achieved and that reporting standards are met. To identify emerging issues and develop appropriate initiatives and solutions. Provide technical input and support for the team's Quality Management System. Develop of procedures and forms associated with food premises registration, verification, and enforcement.
Inspections and By-laws	Deliver inspections and reports on premises in Hutt City for compliance with Regulations, Acts and Council Bylaws i.e., food, sale and supply of alcohol, hairdressing, offensive trades, trade waste, mortuaries, camping grounds and appearance industries. Provide advice to business operators, internal divisions of Council and the public on food safety issues and food control plans. Convey information to food businesses by means of seminars, educational and promotional display materials, newsletters, and media articles when required. Investigate complaints and ensure appropriate abatement action taken in respect of relevant legislation. Liaise with other with other agencies – e.g., Regional Public Health, Mental Health Services, Housing New Zealand, Work and Income New Zealand re housing issues to ensure that each case is provided with high standards of community care. To assess and manage non-compliance issues and take appropriate enforcement action. To report on building consent issues.
Leadership of Self	Seek to understand how your work contributes to our organisational priorities.

	Role model Council's culture, values, and core capabilities. Proactively look for ways to support our people to be and do their best. Take a 'one council' approach to teamwork. Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context. Demonstrate and promote the use of reo Māori and other languages and customs in all that you do.
Planning	Understand and contribute to team short term and long-term strategies and plans.
Customer experience	Contribute towards providing positive internal and external customer experiences.
Stakeholder engagement	Build and develop effective relationships, proactively engaging with others in a positive manner.
Navigating change	Be open to changes in the way we work, the tools we use, the way we structure ourselves and the mahi we do to continue to meet Council and Community needs. Ask questions and participate positively during times of change, supporting others to do the same.
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement. Champion new and innovative ways of thinking. Identify, recommend, and aid in the implementation of improvements to existing systems and procedures.
Financial acumen	Protect council's reputation by following policies and making good choices on how to use council owned equipment, vehicles, and office supplies.
Risk management	Identify risks and hazards and escalate appropriately.
Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role i.e.: floods, slips and other weather or natural event preparedness.
Health, safety and wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement.

	Participate in wellbeing activities. Prioritise health, safety, and wellbeing to ensure we have the appropriate resources, skills, and support for staff to work safely. You are familiar with our H&S Manuals, Policies and Process and agree to abide by them.

About you

Essential	**Environmental Health Officer only:** A recognised qualification prescribed under the Environmental Qualifications Regulations 1993, such as a National Diploma in Environmental Science or equivalent. **Both roles:** Experience in the environmental/public health field. Current driver's license. Proven workload management skills. A positive approach to assisting the public. Ability to interact appropriately with elected representatives.
Desired	Warranted Food Safety Officer, Licensing Inspectors training certificate, Investigations Skills training certificate. Recognised person under the Food Act 2014 for Food Control Plans and National Programmes. Experience verifying food businesses and providing alcohol reports. Membership of a professional institute. An understanding of the provisions of the RMA and Local Government Act

Key relationships and delegations

Number of people reporting you	0
Total number of people within your delegation	0
Operating budget	$ 0

Capital budget	$ 0
Core partnerships	**Internal:** Manager Environmental Health, Team Leads Environmental Health team members of the Environmental Health Team, other Council staff **External:** Customers, Ministry of Primary Industries staff, Regional Public Health officer, officers from Greater Wellington Regional Council, Ministry of Health staff. New Zealand Police officers and New Zealand Fire Service officers, contractors

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.