

Applicant Information Pack

Position: Environmental Health Officer
Date: August 2026

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Application Form – Environmental Health Officer

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
Signature	Print Name
Date	

Pre-Employment Health Disclosure Form

Environmental Health Officer

August 2026

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| ☒ Use of visual display unit (tablet and Laptop) | ☒ Repetitive use of mouse/keyboard |
| ☒ Working under pressure | ☒ Sitting for extended period (1.5 + hours) |
| ☒ Standing for extended period (1.5 + hours) | ☒ Driving |
| ☒ Lifting less than 20kg | ☐ Lifting 20-35kg |
| ☐ Lifting more than 35kg | ☐ Climbing ladders |
| ☐ Working at heights (greater than 2 metres) | ☐ Sun exposure |
| ☐ Dust exposure | ☒ Noise exposure |
| ☒ Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details (Name injury/illness/medication, impact, treatment)
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i>		
Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i>		
Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

Print Name	
Signature	

POSITION DESCRIPTION

Environmental Health Officer

Indoor Band 4

Enterprise Bargaining Agreement

Regulatory Services

Triabunna

July 2026



OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

PRIMARY OBJECTIVE

This position is responsible for delivering a high standard of service that supports and maintains and/or improves health in the municipality. The Environmental Health Officer is responsible for providing a health compliance and regulation, advice and service.

ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Environmental Health Officer.

Direct reports: Nil

KEY ACCOUNTABILITIES/CHALLENGES

- Maintaining ongoing relationships with municipal members after non-compliance matters.
- Remaining abreast of legislative changes and educating various people in these.
- Managing workload relative to legislative requirements, municipality service needs and internally driven demands.

PRIMARY RESPONSIBILITIES

- Undertake inspections of food premises, licensed premises and other establishments i.e. pools, public facilities to ensure appropriate health standards (infection control, sanitation, water, noise level, emissions) as per the legislation, regulations and standards.

- Carry out investigations of complaints, make findings and assist relevant parties with implementation resolution actions including carrying out follow-up inspections.
- Maintain accurate and up to date records of all inspections, complaints, non-compliance notices.
- Provide advice and/or education on environmental health matters to municipal members and/or groups with the aim of preventing non compliances.
- Liaise regularly with relevant State Departments to ensure Local Government activities remain consistent with State requirements.
- Participate in Statewide local government networks and activities which support a collaborative effort and return on investment in environmental management.
- Assist the Planning and Development team with assessing development and building applications as requested with respect of any environmental matters.
- Assist the Natural Resource Management team with complimentary environmental management activities and issue resolution particularly as it relates to land, water, flora and fauna.
- Contribute to Department and Council strategy and planning processes with respect of environmental health priorities.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS AND EXPERIENCE

Essential

- Degree in Environmental Health (or other qualification recognised by the Director of Public Health for appointment as an Environmental Health Officer in Tasmania)
- A current driver's licence and commitment to maintaining this.

Desirable

- Minimum three years' experience working in an environmental health role.
- Local Government experience

SELECTION CRITERIA

1. Degree in Science (Environmental Health) or equivalent qualification recognised for appointment as an Environmental Health Officer in Tasmania, together with at least three years' experience in an environmental health role, or an equivalent combination of relevant training and experience.
2. Demonstrated experience in undertaking environmental health inspections and investigations, including the proficient use of water, food, noise and soil testing equipment, and preparing accurate reports and records based on evidence and legislative requirements.
3. Demonstrated ability to investigate complaints, analyse evidence and prepare accurate reports, records and recommendations in accordance with relevant legislation.
4. Highly developed communication and stakeholder engagement skills, including the ability to educate, negotiate, influence and manage conflict.
5. Demonstrated ability to interpret and apply relevant environmental health legislation while effectively managing competing priorities and working both autonomously and collaboratively.

Recruitment and Selection Information

August 2026

This is a part-time, ongoing position, 2 to 3 days (15 to 22.5 hours) per week with an annual salary of \$80,019 to \$92,204 per annum (pro rata), plus 18.5% superannuation.

Glamorgan Spring Bay Council is committed to employment through merit selection. This means the best person for the job will be appointed based on skills, experience, qualifications and ability to meet the selection criteria. Discriminatory attributes such as gender, age, religion, political beliefs and other attributes protected under Tasmanian Anti-Discrimination legislation will not be considered or influence recruitment and selection decisions.

How to Apply

To apply for this position, applicants must submit the following documents:

1. A cover letter
2. A current resume
3. A separate document addressing the selection criteria listed on the Position Description
4. The completed forms on this application pack (Application form and Pre-employment health disclosure)

Applications that do not include all documents may not be considered.

All applications must be emailed to people@freycinet.tas.gov.au with the subject line:

Application: Environmental Health

Applications will be reviewed on a weekly basis, and the advertisement will close at 10pm on Sunday 23 August 2026.

Recruitment Process

After applications are received, the following process will generally apply:

Shortlisting

Applications will be assessed against the selection criteria outlined in the Position Description. Shortlisting is based on the information provided in the application.

Interviews

Shortlisted applicants will be invited to attend an interview. Interviews are conducted by a panel and may include independent panel members from outside Council. Interviews may be conducted face-to-face, via video, or by phone and may range from approximately 20 minutes to two hours. All applicants are assessed against the same criteria and may be asked to expand on information provided in their application.

Further Assessment (if required)

Depending on the role, the recruitment process may also include:

- Second interviews
- Aptitude or skills testing
- Psychometric assessment

- Referee checks
- Pre-employment medical assessment

Offer of Employment Process

Council's offer of employment process generally occurs in three stages:

1. *Verbal Offer*

The preferred applicant will be contacted by phone and a verbal offer of employment will be made in the first instance. This allows the applicant and Council to confirm mutual interest in proceeding.

2. *Written Conditional Offer*

Following the verbal offer, a written conditional offer of employment will be issued. This letter will outline the proposed terms of employment and any pre-employment or compliance requirements that must be satisfied before an employment contract can be issued.

These may include (but are not limited to):

- Evidence of qualifications or licences
- Pre-employment medical or workplace health assessment
- Right to work in Australia documentation
- National police clearance (generally only for office based roles)
- Any role-specific compliance requirements

3. *Employment Contract*

Once all compliance requirements have been satisfied and employment details have been agreed by both parties, a formal Contract of Employment will be issued. Applicants are generally provided up to 14 days to review and consider the contract before accepting the offer.

Timeframes

Recruitment processes can take between 2 to 12 weeks, depending on the number of applicants, interview availability, and any additional assessment requirements. Applicants seeking an update on progress should contact the person listed in the job advertisement.

Glamorgan Spring Bay Council does not provide an appeal process in relation to recruitment and selection decisions.