



## Applicant Information Pack

# Environmental Health Officer

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.



## ABOUT THE TOWN OF CAMBRIDGE

The Town of Cambridge is located 8 kilometres west of the Perth CBD in the prosperous western suburbs. It stretches from the inner city to the Indian Ocean, providing residents and visitors all the buzz and energy of the city; the tree-lined streets of suburbia and the beauty and recreation of coastal living.

The Town includes the suburbs of West Leederville, Wembley, Floreat and City Beach as well as small parts of Jolimont, Mt Claremont, Subiaco, and Wembley Downs. The Town boasts more than 50 parks, gardens, playgrounds, and recreation areas, including the popular City Beach and Galup precincts, Perry Lakes, Bold Park, and the Quarry Amphitheatre, providing residents with ample opportunities to get out, get active and connect with each other.



## WORKING FOR THE TOWN

### Work / Life Balance

Flexible working hours available to most staff.

4.4 weeks annual leave per year.

### Healthy Lifestyle

Free skin screening and vaccinations.

Access to the Town's fitness passport program.

Free entry to Bold Park Aquatic Centre.

### Attractive Superannuation

Opportunity for an additional superannuation match of up to 5%, in accordance with the Towns policies

### Study Assistance Program

Study leave and financial assistance is available to employees undertaking work related study.

### Other Benefits Include

Training opportunities - Free car parking -  
Reward and Recognition Scheme -  
Subsidised corporate uniform - 13 weeks  
Long Service Leave after 10 years' service  
in Local Government, pro rata long service  
leave is available after 7 years' service.



## ADVERTISEMENT

### ENVIRONMENTAL HEALTH OFFICER

#### The Role

Join our Regulatory Services Branch to deliver high quality and efficient environmental and public health services within the Town of Cambridge.

As the successful applicant you'll provide advice to the community and staff, conduct food, public building, wastewater and pool inspections, undertake aquatic facilities and recreational ocean water sampling, mosquito management, event approvals, licence food businesses, and ensure regulatory compliance with regard to noise, water and air pollution.

This role involves being challenged with a variety of tasks related to environmental and public health and you'll have the opportunity to promote awareness of environmental and public health issues within the community.

#### Application Details

- Full-time
- Salary ranging between \$93,599 to \$104,001 per annum, plus super.

Applications can be submitted online and require you to upload a current resume and respond to questions about your experience in relation to the position as part of the application process (please see next page for more information). Click on the 'Apply Online' button to apply.

Should you require any further information regarding this position please contact Steve Kipkurgat, Coordinator Environmental Health Services for a confidential discussion on (08) 9383 8948.

Closing date: **5pm, Monday, 27 April 2026**. Interviews may be conducted with suitable candidates prior to the closing date. Therefore, the Town reserves the right to close applications prior to the aforementioned date.



## ROLE SUMMARY

### Key Responsibilities

- Deliver an efficient and effective environmental and public health services to the community and residents of the Town
- Provide professional advice, guidance, information, and direction to community, developers and Town staff concerning the activities and legislation enforcement
- Undertake regular inspections, surveillance/auditing, and licensing of food businesses, including temporary food stalls; enforce regulatory requirements as necessary and record results.
- Investigate and resolve complaints or reports of nuisances, issue notices and infringements as appropriate to ensure compliance, and record results
- Investigate noise complaints, and enforce regulatory requirements; undertake environmental or event noise control, including after-hours noise monitoring (as required)
- Undertake pest control inspections, provide advice, make recommendations and issue directions.
- Process septic tank, ATU and grey water applications, undertake site assessments and enforce regulatory requirements.
- Process settlement enquiries relating to private and business premises and enforce regulatory requirements on outstanding environmental health matters (such as decommissioning of septic tank systems)
- Promote and create awareness within the community on issues relating to environmental and public health
- Demonstrated extensive knowledge of statutory provisions relating to environmental health and public health

### Selection Criteria

- Demonstrated extensive knowledge of statutory provisions relating to environmental health and public health
- Experience as an Environmental Health Officer
- Experience assisting in policy and program development and demonstrate good research and evaluation skills to identify program solutions
- Work specific knowledge in the provision of environmental health services
- Good written and verbal communication and interpersonal skills with proven ability to liaise with diverse stakeholders and influence to gain cooperation and support
- Good planning/organisational and teamwork skills including demonstrated ability to prioritise competing demands and meet deadlines

### Eligibility

- Tertiary qualifications in Environmental Health or equivalent acceptable to the Chief Health Officer of the Department of Health in accordance with the Public Health Act 2016
- Authorisation as an Authorised Person and Inspector under the Environmental Protection Act 1986 is essential.
- Australian working rights.
- Current WA driver's licence

## WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests. **Please do not use your mobile phone.**

Applicants will be directed to an online platform where you will be asked to complete the following:

1. Complete an application form and upload your Resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it should be combined with your Resume prior to uploading.
2. Applicants will be asked to answer 3 questions in response to the requirements of the role of Environmental Health Officer, these questions are:
  - Do you hold tertiary qualifications in environmental health acceptable to be deemed an authorised officer pursuant to the Public Health Act 2016?
  - Do you hold a current WA drivers' licence.
  - Describe your experience in delivering an efficient and effective environmental and public health service to the community pursuant to the Food Act 2008, Environmental Protection Act 1986 and Public Health Act 2016.

Shortlisted applicants will be invited to attend an interview with the selection panel. Following the interview process, preferred candidates may be required to undergo further testing.

Reference checks will be undertaken at the completion of all assessments to validate the preferred applicant's claims for the position.

Should you wish to find out more information about the Town of Cambridge, please visit our website <https://www.cambridge.wa.gov.au/Home>

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the People & Culture Team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

### IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test. You can access some information from the below link to help you prepare for the testing process:  
<https://www.criteriacorp.com/resources/candidates.php>

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to: [www.oda1.com](http://www.oda1.com) and enter the Event ID

For ongoing technical issues, please email [help@criteriacorp.com](mailto:help@criteriacorp.com) where you will receive a response within 1 business day.

## EQUAL EMPLOYMENT OPPORTUNITY

The Town values diversity and strives to create an inclusive and equitable workplace, ensuring all team members are treated with respect and fairness. We are committed to cultivating a workforce that reflects the diverse makeup of our community, considering various factors. Our dedication extends to ensuring our recruitment processes are fair, equitable, and accessible, and we encourage individuals who may require any accommodations to participate fully in our recruitment experience, to reach out to our People & Culture Team (08) 9347 6000.

### WEBSITE:

The Town maintains a website [www.cambridge.wa.gov.au](http://www.cambridge.wa.gov.au) which contains substantial information.

### The TOWN'S VALUES:

In everything we do we seek to adhere to a set of values that guides our attitudes and behaviours.

**Respect** - We will acknowledge an individuals' uniqueness and will treat them in a dignified and positive manner.

**Integrity** - We will act responsibly, place trust in each other and will be accountable for our actions.

**Creativity** - We can improve the way we do business by challenging the status quo.

**Friendly and Helpful** - We value our community members and will assist them in the best way we can.

**Teamwork** - We believe teamwork is essential for improving our services and achieving our goals.

