



Job description

Title	Environmental Health Officer/ Food Verifier
Number	100652, 100761, 100195, 100194
Group	Regulatory and Community Services
Division	Regulatory Support & Compliance Services
Reports to	Team Leader: Environmental Health
Direct reports	N/A
Date	22/03/2026

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to assist the Environmental Health Team Leader to foster a high standard of health and well-being in the community through support, monitoring, education and regulation of the bylaws and statutes relevant to Environmental Health Team.

Key outcomes

The Environmental Health Team is held accountable for delivering outcomes that better the community.	<ul style="list-style-type: none">• All registered food premises (e.g. Bars, restaurants, cafes, food trucks, dairies) are verified for compliance with the Food Act 2014 and Food Regulation 2015.• Manage inspections according to the requirements of the Health (Hairdressers) Regulations 1980, Camping Grounds Regulations 1985, Health (Burial) Regulations 1946.• All verification reports are captured efficiently.
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	<ul style="list-style-type: none"> • Collect evidence or samples suitable for presentation in court and take relevant enforcement action when required. • Ensure notified Clandestine Drug Laboratories are remediated and tested according to the Standard 8510-Testing and Decontamination of Methamphetamine – Contaminated Properties – NZ8510-2017. • Prevent the spread of disease and protect life through investigating and resolving health nuisances as per the Health Act 1956. • Ensure education is the first option when gaining compliance over enforcement actions.
The Environmental Health Team provides risk analysis in a timely, effective, and efficient manner.	<ul style="list-style-type: none"> • Identify risk and escalation issues to take steps to mitigate any health nuisances. • Reduce escalated issues through effective conflict resolution.
The Environmental Health Team provides accurate and consistent communications.	<ul style="list-style-type: none"> • Establishes positive communication focusing on building professional working relationships with all internal and external customers. • Actively promotes Tauranga City Council and acts as an ambassador for Council and its services. • Ensures reports and documentation are of a very high standard so that monitoring can be carried out and legal action undertaken if necessary.

The job description is not an exhaustive list of requirements. The job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • National Diploma in Environmental Health Science (NZ) or an equivalent tertiary qualification in accordance with the Environmental Health Officers Qualifications Regulations 1993, or • Appropriate degree in Food Science, Food Technology or similar

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections