

<b>Position Title</b>	Environmental Health Supervisor		
<b>Position No</b>	10153		
<b>Directorate</b>	Planning and Environment		
<b>Division</b>	Regulatory Services		
<b>Work Location</b>	Gladstone Office		
<b>Position Status</b>	Permanent Full Time		
<b>Classification Level</b>	Level F		
<b>Employment Conditions</b>	Gladstone Regional Council Certified Agreement		
<b>Award</b>	Queensland Local Government Industry (Stream A) Award - State 2017		
<b>Reporting Lines</b>	Health & Environmental Coordinator	<b>Position No.</b>	10156
	Manager Regulatory Services	<b>Position No.</b>	10874

## PART A

### POSITION'S PURPOSE

The purpose of this position is to work under limited supervision and supports Council's direction by effectively and efficiently leading and coordinating the daily operations of the Environmental Health Section.

### POSITION'S RESPONSIBILITIES

- Supervise the operations and performance of the Environmental Health unit and delegate tasks and monitor the work load to the Environmental Health team.
- Coordinate and undertake effective licensing and regulatory requirements.
- Ensure customer requests are managed effectively, addressed and resolved.
- Assist with the section's operational plan and provide information for quarterly review reports.
- Assist with the preparation of the section's budget, and monitor budget expenditure.
- Develop draft briefs of evidence in consultation with the Coordinator.
- Implement, coordinate and supervise Environmental Health programs.
- Initiate research regarding current health issues and practices which will impact the Gladstone region environment and community.
- Provide high level communications at Council meetings, community meetings and events, in consultation with the Coordinator/Manager.
- Contribute to, and participate in, the promotion of community education in Public health and environmental issues.
- Identify and contribute to the establishment, review and implementation of policies, practices and procedures relevant to the section.
- Inspect and audit premises to assess compliance with legislative requirements for noise management and infection control.
- Provide expert professional advice to customers and employees in relation to Environment Health activities.
- Maintain an awareness of materials and products containing asbestos and report identified asbestos to the Coordinator for removal by qualified persons where required.
- Required to exercise the legislative powers in relation to monitoring/enforcing the provisions of Local Government Acts, this includes the power to enter onto private property.

### ESSENTIAL CRITERIA FOR EMPLOYMENT INTO THE ROLE

1. Degree qualifications in Environmental Health (or relevant discipline) recognised by Environmental Health Australia, together with relevant experience, discipline knowledge and specialist skills.
2. Leadership skills and management experience leading and developing a professional team.
3. Comprehensive knowledge of and experience in interpreting legislation, Australian Standards, Local Laws and policies.
4. High level interpersonal, communication (verbal and written English) skills to effectively engage with a broad client base and employees.
5. High level time management, prioritisation and planning skills to deliver services to clients and employees.
6. Demonstrated problem solving, prioritisation and negotiation skills to address and resolve matters.
7. Knowledge of and experience operating Microsoft Office Suite.
8. Legally able to drive a motor vehicle in Queensland.

## MANDATORY COMPONENTS OF THE ROLE

*Mandatory for the position at Council and training will be provided if required.*

1. Food Safety Auditor (QLD)
2. Infection Control.
3. Noise Management.
4. Asbestos Awareness.
5. Work Safely in the Construction Industry (White Card).
6. Operating Council's corporate business systems.
7. Detailed knowledge of program activities and work practices in the Environmental Health section.
8. Comprehensive knowledge of policies relevant to the section.
9. Appointment as an Authorised Person under relevant State Government and Council Legislation.

## WORK ENVIRONMENT and PHYSICAL DEMANDS

This position requires immunisation against Hepatitis A/B and Tetanus.

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

## ORGANISATIONAL RELATIONSHIPS and EXTENT OF AUTHORITY

- This position works under limited direction;
- Supervision of staff;
- May manage a work area;
- Exercise a degree of autonomy;
- Advice available on complex or unusual matters;
- Manage significant projects and/or functions.

# PART B

## EMPLOYEE RESPONSIBILITIES

- Understand the requirements and expectations of your role; how it contributes to the purpose of Gladstone Regional Council and where your position sits in the Organisation's chain of command.
- Maintain your own knowledge of, and comply with the *Local Government Act 2009*, *Qld Right to Information Act 2009*, *Environmental Protection Act 1994*, *Qld Information Privacy Act 2009*, Code of Conduct Policy, other Council policies, corporate standards, advices and practices.
- Demonstrate Council's values and comply with Council's Customer Service Charter.
- Maintain confidentiality and be responsible and accountable for your own professional behaviour at work in accordance to the Code of Conduct.
- Manage time, prioritise and organise work tasks to meet scheduled and multiple deadlines.
- Be responsible for the quality and quantity of production of your work according to Council's requirements, your PD and duty statement.
- Attend all coordinated, mandatory training sessions.
- Provide assistance to other GRC employees as required.
- Comply with *Work, Health and Safety Act 2011*, with particular emphasis on Section 17 "Management of Risks" and Section 28 "Duties of Workers".
- Report workplace health and safety concerns and incidents to your Supervisor or log all incidents into Council's safety system LOGOSS and report suspected or confirmed breaches to your direct Supervisor.
- Treat all co-workers with respect and courtesy regardless of their race, colour or creed.

## SUPERVISOR RESPONSIBILITIES

- Understand the requirements and expectations of your role as a supervisor.
- Ensure that your team routinely follow Council's Code of Conduct, OH&S and other Council Policies, Corporate Standards, Advices, procedures or guidelines.
- Set the tone, model professional behaviour and foster a spirit of teamwork and unity across your team.
- Oversee the quality and quantity of work produced by your team/s.
- Conduct bi-annual achievement performance reviews.
- Maintain current knowledge of employee skill levels and workload in order to provide appropriate direction and guidance.
- Ensure that each team member has the skill and knowledge to perform their duties.
- Liaise with HR and L&D for the provision of higher level counselling and training when needed.
- Be responsible for providing input into local budgets and work within budgetary guidelines.
- Oversee the responsible use of Council Assets (e.g. tools, vehicles and equipment).
- Keep good records using appropriate Council IT and other systems.
- Comply with *Work, Health and Safety Act 2011*, and log all incidents into Council's safety system LOGOSS and address reports of serious breaches, issues and incidents with employees and if necessary, seek further advice from the Supervisor.
- Ensure the correct use and distribution of vehicles to GRC employees and in accordance to the relevant Policies and Corporate Standards and individual employment contracts.
- Assist in the completion of timesheets and requests for leave ensuring accuracy and approve (where authorised to do so) and forward to payroll within the scheduled timeframe; or forward to the Supervisor for approval.

## PART C: SIGN OFF

### POSITION APPROVAL

Approved by:	Director Planning and Environment
Revised Date:	18 November 2015

Performance standards for this position will be detailed in an individual bi-annual achievement review plan and may include Key Result Areas and/or Key Performance Indicators.

This position description is not a duty statement and is subject to change from time to time as the position and organisations operations may alter or restructure. Any such re-organisation of duties shall be the subject of discussion with the incumbent. The position description has been developed to provide an overall indication of the position and the type of work performed at this classification. A task list maybe provided to the incumbent by their Supervisor that further details specific tasks required of the position.