

Position Description

Position Title	Environmental Health Coordinator
Directorate	Planning, Environment and Corporate Services
Department	Environmental Services
Classification Level	Level 6-7 (Division 2 - Section 1)
Award	Queensland Local Government Industry (Stream A) Award – State 2017 (as amended or replaced)
Agreement	Southern Downs Regional Council Certified Agreement 2011–2014 (as amended or replaced)

Position Objective

Responsible for community awareness and compliance with statutory requirements in respect of environmental health and waste management matters.

Provide advice to the Manager Environmental Services on development procedures and guidelines relevant to the administration of such matters.

Organisational Relationships

Reports to the Manager Environmental Services.

Internal Liaison

- Directors and Managers
- Employees across the organisation

External Liaison

- Environmental health clients including commercial proprietors
- Community Service Organisations and General public
- Public Health Authorities and persons responsible for administering to the health of members of the community
- Relevant Government Departments and Agencies
- Waste Management Contractors and clients
- General public

Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Matters associated with the development, implementation and review of environmental health and environmental management programs and statutory licensing, including:
 - inspection and licensing of establishments and services regulated by public health legislation, the Environmental Protection Act and environmental legislation

- investigation of public health, environmental and pollution complaints
 - waste management
 - pests and vector control
- Development of integrated environmental management systems to cover Council's activities.
- Assessment of the environmental impact of development proposals.
- Assessment of planning and building applications in accordance with the Sustainable Planning Act and other statutory and policy requirements to ensure compliance with environmental legislation and objectives.
- Monitoring compliance with relevant statutory and policy requirements.
- Provide advice on and contribute to development of policies, procedures and guidelines in relation to the provision of efficient and effective delivery of environmental health and environmental management services and in the areas of waste management.
- Initiate and undertake programs which promote the general public's greater understanding of statutory and local law requirements in relation to environmental health and environmental management.
- Initiate and develop strategies on environmental issues including ecologically sustainable development.
- Liaise with other Local Governments, Regional, State and Federal Agencies on environmental health and environmental management matters.
- Supervision of Stanthorpe Landfill plant operator, Environmental Health Officers and advice to Stanthorpe based Local Laws Officer (Animal Control).
- Carry out general activities that assist in the operation of the Environmental Services Department.
- Manage the day to day operations of the Southern Region waste facilities and waste collection in the Southern Region, including management of relative contractors.
- Other environmental duties as directed by the Manager to contribute to the successful function of the Planning, Environment and Corporate Services Directorate.
- Other duties as directed by the supervisor.

Training

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

Work Health & Safety Responsibilities

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

Organisational Responsibilities

- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

Extent of Authority

- The supervisor monitors agreed work outcomes.
- This role has the authority to act in accordance with established procedures and guidelines. Guidance is available from the supervisor.

Selection Criteria

Qualifications/ Licences – Mandatory

- Possession of a current open “C” class licence (Car).
- Possession of an Occupational Health and Safety Construction Induction Card (“White Card”) or the ability to obtain prior to commencement.
- Relevant qualification of at least degree level.
- Eligible for membership of Environmental Health Australia and recognised for appointment as an Environmental Health Officer in Queensland.

Vaccinations – Mandatory

- Possession of immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council’s Immunisation Procedure.

Key Selection Criteria - Essential

1. Comprehensive knowledge of, and experience in, applying legislation, statutory regulations and guidelines relevant to environmental health and management, and waste management.
2. Demonstrated highly developed interpersonal skills including the ability to effectively communicate with a diverse range of staff across the organisation.
3. Well-developed knowledge in the areas of pollution measurement and prevention, waste minimisation and disposal, and an understanding of development assessment legislation and processes.
4. Demonstrated effective leadership skills including the ability to manage time effectively across the team to achieve outcomes within required timeframes.
5. Highly effective written and oral communication skills.
6. Comprehensive understanding of and commitment to excellent customer service.
7. Proven ability to work as part of a team.
8. Thorough knowledge of the workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment.

Key Selection Criteria – Desirable

1. Experience and interest in local government operations.