

## POSITION INFORMATION

### Internal and External



<b>Position Title</b>	<b>Coordinator Environmental Health</b>
<b>Position Status</b>	<b>Permanent Full Time</b>
<b>Position Number</b>	<b>N00375</b>
<b>Salary Level</b>	<b>LGO 7 (\$88,182 to \$93,587 per annum + superannuation)</b>
<b>Division</b>	<b>Planning and Community Engagement</b>
<b>Section</b>	<b>Planning</b>
<b>Closing Date</b>	<b>TUESDAY 06 FEBRUARY 2018</b>

Townsville City Council acknowledges the traditional owners and custodians of Townsville, the Bindal and Wulgurukaba peoples.

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### Townsville: City of Opportunity

Townsville is the capital of Northern Australia, and Townsville City Council is the largest regional council in Queensland. Our Council is undergoing a whole-of-organisation transformational change which will place our customers at the heart of everything we do and allow us to take advantage of exciting opportunities to revolutionise the delivery of services to a community of more than 190,000 residents. Council strives to facilitate sustainable economic development for our region, enhance quality of life for our residents, and identify and unlock the potential of our City through inspired leadership, co-design of services with the community, and sustainable and innovative business partnering.

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The Coordinator Environmental Health will contribute to implementing a holistic program of change across Planning and Community Engagement Division in collaboration with the section leadership team and in consultation with the Townsville community. This will involve leading the Environmental Health unit on a transformative journey focusing on the needs and aspirations of the Townsville community developing a culture of customer-centricity and personal accountability; and reshaping how we deliver services to maximise value.

The Coordinator Environmental Health will:

- Contribute to the section goals of ensuring public safety.
- Provide leadership, direction and mentorship to a technically complex team in the delivery of multiple and simultaneous regulatory services investigations and services across the Townsville Region.
- Lead the team to performance and ensure work allocation, unit planning, budgeting and evaluation of outcomes achieves on service deliverables.
- Ensure complex compliance activities that may require legal enforcement processes to proceed occur in a timely, structured manner; ensure all compliance activities, applications and approvals reflect relevant legislative and regulatory requirements.
- In a disaster event this role is critical to lead, support and respond to activities within the section in the absence of more senior employees.

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### Key Accountabilities

Keeping the customer at the heart of all activities, the Coordinator Environmental Health will:

- Deliver an outcomes-focused culture where leaders and staff take personal accountability for delivering on Council's vision and policy.
- Ensure that Planning Section delivers on co-design of services with the community, a whole-of-Council approach to integrating service delivery, and an innovative view of Council's long-term opportunities.
- Ensure the community complies with local and state laws relative to but not limited to the following:
  - Food
  - Disaster management
  - Animal management

- Overgrown land
- Abandoned vehicles
- Breaches of water use
- Commercial approvals
- Trade waste
- Development breaches
- Building and plumbing compliance
- Environmentally relevant activities
- Breaches of state legislation and local laws
- Ensure the Environmental Health strategy for management of same are operationalised and become business as usual.
- Lead the Environmental Health Unit to achieve on the operational imperatives and service deliverables.
- Follow reasonable directions to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster or event.
- Ensure that your obligation with respect of Workplace Health and Safety and all relevant policies, procedures and legislative requirements are modelled and followed.

## Key Requirements

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Key requirements of this role are:

- Demonstrated experience in leading a high performing team to achieve on operational activities including deploying resources efficiently and effectively and supporting other coordinators as required.
- Demonstrated capacity of building capability of team members in a multi-disciplinary team; this includes implementing performance monitoring, structured training, mentoring and guidance.
- Identify and implement continuous improvement opportunities in the delivery of services and ensuring quality outcomes.
- Demonstrated capacity to build and maintain key working customer/supplier relationships with internal and external stakeholders.
- Demonstrated experience in reviewing escalated/high risk/complex investigations and making sound determinations based on evidence; represent council as required in legal proceedings.
- Provide comprehensive technical advice on high risk activities including demonstrated sound understanding of asbestos and animal management.
- Tertiary qualifications in Environmental Health, Business, Management or Compliance related field.
- Current unrestricted "C" class drivers licence.
- Child Suitability (Blue Card) or ability to obtain.
- Authorised Persons card or ability to obtain.
- Proficient in the Microsoft suite of products.
- Other responsibilities as reasonably directed.

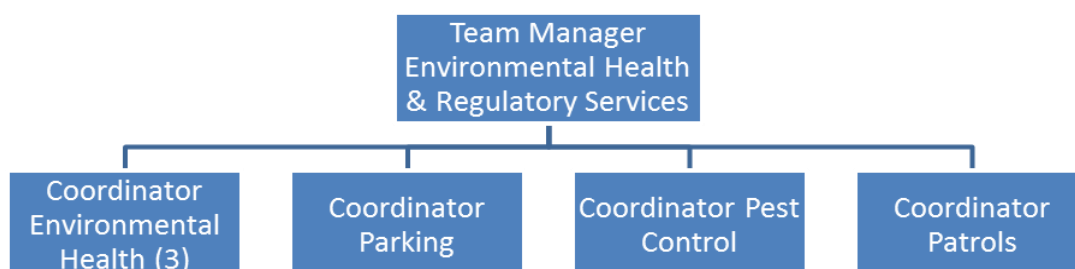
## Position Dimensions

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Our Council employs 1700 staff and has an annual budget of \$593 million and assets of \$4.6 billion.

## Reporting Structure

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## **Application Requirements**

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For the selection panel to consider your application you need to demonstrate how you meet the requirements of the position by submitting **a detailed cover letter (1-2 pages) and current resume**. Further information on how to write your application can be found in the “**Application Guidelines**” document.

To apply, please email your full application to Recruitment Services at [hr.applications@townsville.qld.gov.au](mailto:hr.applications@townsville.qld.gov.au) with the email subject heading referencing your name, the position number and position title for the vacancy you are applying for – e.g.; Joe Bloggs N00100 Exhibitions Officer.

Candidates may be subject to background checks, criminal history checks and/or fit for work assessments during the selection process.

Applicants for positions with Townsville City Council are advised that pre-employment drug and alcohol screening is mandatory prior to an offer of employment being made for any position in Council.

A three or six month probationary period will apply to successful candidates external to Townsville City Council, dependent on the role.

Townsville City Council is required to take reasonable steps to check that you are entitled to work in Australia before we offer you employment. Proof of your entitlement to work in Australia includes;

- Current Passport

If you are not an Australian Citizen, please provide a copy of the above document with your Application to ensure your entitlement to work in Australia can be verified.

For further information contact Recruitment Services on (07) 4727 9086 or go to the Council's website at [www.townsville.qld.gov.au](http://www.townsville.qld.gov.au) where you can view the **Application Guidelines**.