

## POSITION DESCRIPTION

### JA.46 – Manager Environmental Health & Building Services

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Directorate:	Development and Regulatory Services
Position Level:	8
Employment Type:	Residential only (Housing provided as per current policy)
Industrial Agreement:	Shire of Ashburton Enterprise Agreement
Position Type:	MAN-SPEC
Position Location:	Tom Price
Last Review Date:	April 2018

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#### Position Objective

Reporting to the Director Development & Regulatory Services, this position is responsible for leading and managing the Environmental Health & Building Services teams, ensuring statutory compliance with all relevant Acts, Regulations, Local Laws and Council Policy, and a high standard of customer service.

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#### Position Accountabilities

- Lead and manage the Environmental Health & Building Services teams in delivering a high level of service to all customers;
  - Ensure administration of and compliance with all relevant Acts and subsidiary legislation;
  - Ensure timely, accurate and considered reports and advice are provided to Council, the CEO and Executive Management Team in respect of Environmental Health and Building matters;
  - Provide input into the Shire's Strategic Community and Corporate Business Plans and regularly report on the implementation of relevant goals and objectives;
  - Set, review and regularly report in timeframes and key performance indicators for the effective and efficient processing of health and building applications;
  - Review and develop guidelines and policies relating to Environmental Health & Building Services matters for consideration by the CEO and/or Council;
  - Assist in the development of the annual budget and regularly monitor and review;
  - Represent the Shire in any legal proceedings relating to Environmental Health or Building Services, and at meetings and public enquiries;
  - Any other duties consistent with the scope and level of this position as required and directed by the Supervisor.
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#### Skills, Knowledge, Experience

##### Essential:

- Proven experience in the leadership and supervision of a multi-disciplinary team, including mentoring, coaching, empowering and coordinating staff;
  - Extensive experience in implementing public health legislation, including compliance investigation and action, relevant to local government in Western Australia;
  - Extensive experience in the interpretation and application of public health legislation and policy;
  - Well-developed computer literacy and proficiency in Microsoft Office applications;
  - Highly developed interpersonal, written and verbal communication skills;
  - Highly developed problem solving, conflict resolution and analytical skills;
  - Highly developed continuous improvement, process review and procedure development skills;
  - Sound knowledge of budget processes and monitoring;
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- Working knowledge of the Occupational Safety & Health Act;
  - Well-developed knowledge of the Shire's organisational structures and functions;
  - Well-developed knowledge of the principles of Equal Opportunity and Diversity.
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Desirable:

- Developing experience in the interpretation and application of building legislation and policy;
  - Experience using IT Vision SynergySoft software.
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### Education, Training and Licences

Essential:

- Tertiary qualification in Environmental Health that satisfies the qualification requirements for Authorised Officers under the *Public Health Act 2016*;
- Eligible for admittance as a member of the Australian Institute of Environmental Health;
- Current 'C' class driver's licence;
- Current National Police Clearance (dated within 6 months).

Desirable:

- Certificate or Diploma in Building Surveying (or equivalent).
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### Risk Management and Workplace Health and Safety

- Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness;
  - Identify potential hazards and take appropriate action;
  - Maintain a high standard of efficiency, safety and effectiveness;
  - Raise, discuss and resolve safety issues at regular meetings.
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### Relationships

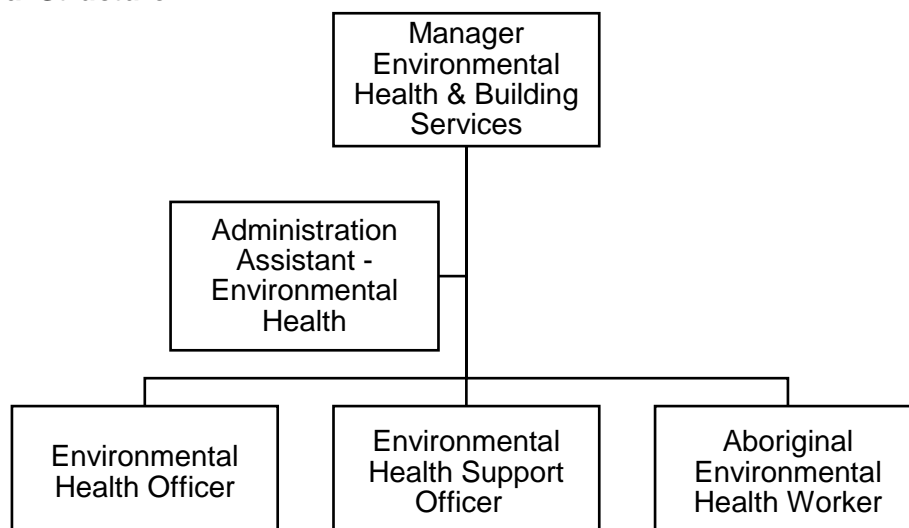
The Manager Environmental Health & Building Services reports directly to the Director Development & Regulatory Services and integrates with the entire organisation and the general public. It is integral that the employee creates and maintains a positive team environment within the Shire.

Internal: All Shire staff, Executive Leaders.

External: Community members and ratepayers, WALGA, statutory authorities as required.

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### Organisational Structure



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## Acknowledgement

The information contained in this position description is intended to describe in nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required.

Signing this position description indicates and agreement and acceptance of the contents and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: