



## Position Description

<b>Position Title:</b>	Environmental Health Coordinator
<b>Position Objective:</b>	The purpose of the role is to coordinate the services provided by the Environmental Health Unit, provide supervision and mentoring of team members and provide a high level of technical knowledge that can be applied in the field.
<b>Position Number:</b>	5512
<b>Business Unit:</b>	Environmental Health Coordinator
<b>Directorate:</b>	Development
<b>Location:</b>	Palmers Road, Lakes Entrance
<b>Reports To:</b>	Manager Statutory Services
<b>Supervises/Manages:</b>	Environmental Health Officers, Immunisation Coordinator and Environmental Health Administration Officers.
<b>Employment Status:</b>	Full time
<b>Award Classification:</b>	Band 8 in accordance with East Gippsland Shire Council's Enterprise Agreement (EA) No.4
<b>Salary Range / Hourly Rate:</b>	\$85,318.48 - \$94,426.28 per annum - negotiable
<b>Superannuation:</b>	9.5% Superannuation Guarantee
<b>Vehicle Provision:</b>	Private Use
<b>Qualification Period:</b>	Six months
<b>Enquiries:</b>	Aaron Hollow, Manager Statutory Services (03) 5153 9500
<b>Date:</b>	January 2017
<b>Police check required:</b>	Yes
<b>Working with children check required:</b>	No
<b>Pre-employment medical required:</b>	No

## Organisation Vision and TOPP Behaviours

East Gippsland Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's compelling vision for East Gippsland Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We want to be recognised as the leading regional Local Government in Australia.

We will achieve this and the goals of our Council Plan through leaders that guide and develop our staff, and through all staff demonstrating TOPP behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

### TOPP Behaviours

**Teamwork** – building and leveraging relationships and connections within the workplace in order to share knowledge, processes and information.

**Organisational awareness** – being aware of who is working on what within the organisation; the informal processes and structures that you need to be aware of in order to deliver your projects or tasks successfully and help others to deliver theirs.

**Prioritisation** – prioritising tasks that will best contribute to organisation goals and outcomes.

**Problem Solving** – not just being receptive to change, but being able to initiate change, suggest ideas to make things better and share these with others; solution-focused thinking.

Our success is based on the quality, motivation and performance of our people – people who recognise the importance of our vision, our way of working and the importance of working as part of one big team.

## We are an Accessible and Inclusive Employer

East Gippsland Shire Council supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff\*.

*\* refer East Gippsland Shire Reconciliation Action Plan, Disability, East Gippsland Shire Access and Social Inclusion Plan (DASIP), East Gippsland Shire Regional Youth Plan*

## Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OHS) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OHS legislation and Council's OHS policy.

### Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks and comply with Council's Risk Management policy.

### Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

## Position Objective

The purpose of the role is to coordinate the services provided by the Environmental Health Unit, provide supervision and mentoring of team members and provide a high level of technical knowledge that can be applied in the field.

## Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Leadership	Coordinate and lead the service requirements and functions of the Environmental Health Unit.
	Mentor and train Environmental Health Unit staff members and any other staff within the Statutory Services area as agreed with the Manager Statutory Services.
	Lead the implementation of the Domestic Wastewater Management Plan.
Statutory	Coordinate and undertake all relevant statutory functions and ensure that the relevant requirements of the Public Health and Wellbeing Act, Food Act 1984, Environment Protection Act 1970, Tobacco Act 1987 and Residential Tenancies Act 1997 are complied with, as well as relevant statutory functions of other statutes, or programs that are so delegated by Council.
	Proactively develop, maintain and regularly review policies, procedures, protocols and practices undertaken by the Environmental Health Unit.
	Prepare reports and recommendations for any required legal proceedings on behalf of Council for non-compliance with legislation including the preparation of legal briefs for prosecution.
	Prepare Council reports, briefings and policies as they relate to the responsibilities of the Environmental Health Unit and present at Council meetings or briefings.
General	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.

## Accountability and Extent of Authority

Exercise all duties and responsibilities under relevant legislation as they relate to the services provided by the Environmental Health Unit under delegation of Council.

Coordinate and manage the Environmental Health Unit service provision to ensure the efficient and effective delivery of the service including the implementation of health programs or plans.

This position has wide freedom to act under delegation of Council to ensure appropriate and professional service delivery and high levels of customer service is provided.

Authority to direct and advise citizens in accordance with legislation, Council policy and delegated responsibilities.

### Judgement and Decision Making

Decision making in this role is critical. It will be necessary for decisions to be made using a range of methods, procedures and processes consistent with legislative requirements contained within relevant guidelines, policies and procedures.

A high degree of problem solving is required to be utilized to ensure solution focused decisions are made consistent with relevant legislation.

Where no legislation, guidelines or policies exist for any given circumstances, the Environmental Health Coordinator is expected to utilise all personal skills and professional knowledge to reach a satisfactory conclusion in consultation with senior staff, if necessary.

### Specialist Skills and Knowledge

Demonstrated and working knowledge of environmental and public health legislation, food legislation, local government legislation and other related legislation.

Liaison, analytical problem solving and customer handling techniques to manage customer enquiries and their information requirements.

Outstanding organisational and problem solving skills.

The ability to direct, give guidance to and motivate staff.

Training and experience in Public Health Emergency Management.

The ability to take opportunities to maintain a high level of professional development.

### Management Skills

Demonstrated ability to coordinate and lead a team of professionals ensuring a positive customer focused culture is promoted and enhanced.

Ability to effectively manage a large workload and often competing priorities within set timeframes.

Managing time, meeting deadlines and prioritising own work.

Ability to act and deputise on behalf of the Manager Statutory Services as required.

Provide leadership, guidance and training for relevant staff.

Ability to supervise staff and/or contractors as required, and monitor the allocation of resources to ensure that the agreed level of service is maintained.

Ability to promote increased productivity and the effective use of technology to improve efficiency and service to customers.

Ability to foster the development of a team approach to service delivery.

Ability to work independently within a Council framework to meet required objectives.

### Interpersonal Skills

Willingness to work with, assist and mentor less experienced professionals.

Ability to communicate effectively with a range of customers and willingness to negotiate solution focused outcomes.

Ability to analyse changing situations and develop appropriate responses.

Demonstrated interpersonal and communication skills, including the ability to effectively communicate verbally at Council meetings and in written reports with all levels of staff and with customers.

Ability to resolve problems both internally and externally with customers, Council and staff.

Demonstrated ability to work as a team member.

Demonstrated ability in developing a customer service focus to service delivery.

### Qualifications and Experience

Qualification as an Environmental Health Officer, eligible to be a member of the Environmental Health Professionals Australia as required under the Public Health and Wellbeing Act.

A minimum of three years local government experience as a qualified and practicing Environmental Health Officer.

A current, valid Victorian driver's license.

### Behavioural Competencies

You create, lead and model a positive, solution-focused culture\*

You ensure a culture of action and exceptional customer service\*

You treat all people with courtesy and respect\*

You lead a positive workplace culture

You manage poor staff performance and behaviour

You demonstrate positive performance development of your staff

You have highly developed interpersonal skills

You consistently demonstrate and model TOPP behaviours

*\* further information on achieving these behaviours can be found in our Staff Code of Conduct*

### Key Selection Criteria

Qualification as an Environmental Health Officer, eligible to be a member of the Environmental Health Professional Australia as required under the Public Health and Wellbeing Act.

A minimum of three years local government experience as a qualified and practicing Environmental Health Officer.

Demonstrated ability to coordinate and lead a team of professionals ensuring a positive customer focused culture is promoted and enhanced.

Ability to communicate effectively with a range of customers and willingness to negotiate solution focused outcomes.

Willingness to work with, assist and mentor less experienced professionals.

Demonstrated high degree of problem solving is required to be utilized to ensure solution focused decisions are made consistent with relevant legislation.

A current, valid Victorian driver's license.

### Approval

APPROVED BY:

Paul Holton, Director Development

Date: January 2017

## Application Process

All applicants are requested to include the following details in their application:

1. A **covering letter** which states the title of the position you are applying for (including the relevant position number) and why you are interested in the position.
2. A **current resume** which includes your personal details, education, qualifications, work experience and the contact details of two (2) work-related referees
3. A statement addressing the **key selection criteria** as stated in the position description. The panel will use all the information provided in your application and attachments provided, but will concentrate on the selection criteria for an analysis of your qualifications, skills, abilities, experience and knowledge.

Applicants should apply via the Careers page on the East Gippsland Shire Council website:

[www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au) or emailed to [hr@egipps.vic.gov.au](mailto:hr@egipps.vic.gov.au)

## Information to Applicants

Applicants for this position must be legally entitled to work in Australia. Applicants invited for interview will be required to provide evidence of this entitlement at the time of interview. Acceptable evidence includes an Australian or New Zealand passport, birth certificate, or foreign passport with relevant visa.

**Please Note: Electronic resumes will only be accepted in Microsoft Word or Adobe Acrobat format.**

**Council is not responsible for documents that are corrupt and cannot be downloaded for processing.**

If you do not have access to a computer or internet, written applications marked "Confidential" can be forwarded to the following postal address;

Human Resources – Recruitment  
East Gippsland Shire Council  
PO Box 1618  
BAIRNSDALE VIC 3875

Applications close at 12 noon on **Wednesday, 22 February 2017.**

Late applications will not be considered.

## Privacy Statement

"Personal and Health Information" collected by the Shire is used for recruitment and if the applicant is successful will be used for Human Resources. The personal and Health Information will be used solely by the Shire for this purpose and or directly related purposes. The Shire may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to the Shire for access to and/or amendment of the information after finalisation of the appeals process. The Shire may destroy information relating to unsuccessful applicants after 12 months from this time. Requests for access and or correction should be made to the Shire's Privacy Officer"