

Position Description

Manager Environmental Health Services
Health



Lead from where you stand • Act with compassion • Make it fun
Stand strong, stand true • Trust and be trusted • Why not yes?

Position Description

Position:	Manager Environmental Health
Team:	Health
Directorate:	City Living
Classification:	Negotiated
Status:	3 - 5 year full time contract
Position number:	EHS1

REPORTING STRUCTURE

Please refer to Organisational Structure – Health Team, which may be updated from time to time.

POSITION OBJECTIVES

The functions of the Manager Environmental Health is to:

- Assist the City to achieve its social, economic and environmental strategic objectives with regard to Public Health and Waste Management matters.
- Prepare, implement and monitor the Environmental Health and Waste Management business plans and policies.
- Direct, control and provide advice and direction on all Health Service and Waste Management matters in the municipality.
- Effectively manage the Health Services and Waste Management teams to produce the most efficient use of available resources.

KEY RESPONSIBILITIES AND DUTIES

Environmental Health Strategies, Standards and Statutory Obligations

- Manage and co-ordinate ongoing programs and services in the Health and Waste areas in accordance with the City's Strategic Community and Corporate Plans.
- Maintain an awareness of developments, trends and technologies occurring that may have an impact on City Health and Waste activities and which may necessitate formulating new initiatives and programs.

- Administration of Legislation – Public Health Act, Food Act, Environmental Protection Act, Occupational Health Safety and Welfare Act, Contaminated Sites Act, Tobacco Act, Waste, Waste Avoidance & Resource Recovery Act and Local Government Act.
- Provide input into the City's strategic and financial planning processes.

Organisational Management

- Manage, organise and support team employees to ensure that human and financial resources are appropriately allocated to achieve the objectives of the Department.
- Ensure that services provided by the Department are driven by client need and expectations whilst meeting legislative obligations.
- Maintain regular communication with all relevant parties and establish and maintain close working relationships with all stakeholders.
- Develop appropriate Business Plans for the Department which ensure competitive service delivery.
- Exercise a duty of care to understand the need to work in a safe and efficient manner having regard to own safety and that of other workers.

Financial Management

- Prepare the annual budget for the Department and monitor income and expenditure throughout the year.
- Identify federal, state and private sector funding opportunities to complement Council programs.

OCCUPATIONAL SAFETY AND HEALTH, EMPLOYEE REQUIREMENTS

Employee's Duties:

All employees have an important and responsible role in accident and injury prevention, and will be encourage to participate in improving standards of workplace safety and health.

All employees have a duty of care to:

- Ensure their own safety and health at work
- Avoid adversely affecting the safety or health of any person through any act or omission at work
- Comply with instructions given by their employer for their own safety or health or for the safety or health of other persons
- Use such protective clothing and equipment as is provided by their employer in a manner which they have been properly instructed to use it

- Not misuse or damage any equipment provided in the interests of safety or health; and
 - Report forthwith to their employer:
 - Complying with workplace procedures for risk identification, risk assessment and risk control.
 - Participation in activities associated with the management of workplace health and safety.
- An employee shall cooperate with their employer in the carrying out of obligations imposed on them under the Act.

Managers/Supervisors Duties:

Managers and supervisors, who are responsible for supervision of one or more persons, have general duties under the occupational safety and health legislation to ensure the safety of others at the workplace. The role and responsibilities of management is to:

- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards,
- Provide such information, instruction, and training to, and supervision of, the employee as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the OSH management system,
- Apply OSH, relevant legislation and best practice, as applicable;
- Implement components of the OSH management systems as applicable to work area;
- Consult with the area Safety Representative and the Health, Safety and Injury Management Coordinator on OSH issues;
- Implement hazard identification, risk assessment and control; and
- Implement incident investigation, reporting and record keeping.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the City's policies, procedures and relevant appropriate legislation; and meet Occupational Safety & Health, anti- discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

ENVIRONMENT

- The City of Kwinana aims to protect and improve the environment through a wide range of programs and initiatives.

ORGANISATIONAL RELATIONSHIP

Responsible to:

Director City Living

Responsible for:

Environmental Health Officers
Administration Officer – Health
Administration Officer - Waste Management
& Special Projects
Waste Education and Promotions Officer

Internal and external liaison:

Internal:

- All Teams

External:

- Council's appointed Medical Officer of Health or other Medical Officer
- Department of Health WA
- Australian New Zealand Food Authority
- Department of Environment Regulation
- Environmental Protection Authority
- Waste Authority WA
- Water Corporation
- Other Government Departments and LGA's
- South West Groups and WALGA
- Southern Metropolitan Regional Council
- RAN HMAS Stirling
- Kwinana Industries Council and members
- Fremantle Port Authority
- Community groups
- Developers and private industry
- Appointed contractors and their staff
- Consultants
- Professional Institutes and Associations
- Relevant committees and members

This position has Chief Executive Officer Delegated Authority

This position has Council Delegated Authority

This position has Level 3 Purchasing Delegation

Position Allocated Benefits

- Mobile phone
- Vehicle

SELECTION CRITERIA

Essential

- Bachelor of Applied Science (Environmental Health).
- Qualifications in Pollution Control for appointment under: Environmental Protection Act – Authorised Person and Inspector, Occupational Health Safety and Welfare Act – Noise Officer.
- Detailed knowledge of Public Health, Food, Environment, Occupational Health Safety and Welfare Legislation, Waste Avoidance & Resource Recovery Act and other relevant Acts.
- Extensive management experience in the delivery of Environmental Health and waste services and programs.
- Ability to work with only broad direction and independently utilise delegated legal authorities within Council's policy.
- Ability to operate in a complex environment and manage competing priorities to achieve agreed outcomes.
- Well developed leadership, team building and human resource management skills.
- Well developed planning and organisational skills.
- Well developed problem solving, analytical and investigative skills.
- Demonstrated understanding of budgeting processes, techniques and accounting principles.
- Demonstrated ability to work in a team environment.
- Excellent interpersonal, written and verbal communication, and negotiation skills with the ability to co-operate with and gain the co-operation of others.
- Ability to demonstrate a genuine commitment and responsiveness in providing the highest quality of customer service.
- Member of the Environmental Health Australia Association WA and/or other approved Professional Associations and Institutions.
- Current 'C' class drivers licence.
- Computer literate and a working knowledge of Health computer programmes.

Desirable

- Graduate Diploma in Health Administration or equivalent, or currently studying at this level or above.
- Awareness of quality systems and procedures.
- Awareness of environmental management systems and procedures.
- Audit training for quality, environmental, occupational and food safety systems.
- Experience in analysing Environmental, Environment Health and Occupational Health and Safety matters relating to Public Health impacts from industrial developments.

POSITION ACKNOWLEDGEMENT

SIGNATURE_____	Date_____
Employee	
SIGNATURE_____	Date_____
Manager	
SIGNATURE_____	Date_____
Human Resources	