



Shire of Ngaanyatjaraku
ON A JOURNEY

Environmental Health Field Support Officer (Aboriginal Communities)

Position Description

ORGANISATION ENVIRONMENT

The Shire of Ngaanyatjarraku is a unique local government in that its community of interest is contained within the traditional lands of the Ngaanyatjarra people of the Central Desert of Western Australia. The 99 year leases held by the Ngaanyatjarra Land Council on behalf of the traditional owners also form the boundaries of the Shire of Ngaanyatjarraku.

The Shire of Ngaanyatjarraku was formed on the 1st July 1993 by the division of the Shire of Wiluna with the eastern area becoming the new Shire. The first local government elections were held in October 1993 and 8 Councillors were elected unopposed. The communities, as originally stated in their submission to the Boundaries Commission, are committed to "mainstream" local government and the delivery of services by the Shire rather than any other organisation.

The Shire encompasses an area of 159,948 square kilometres and is located approximately 1542km from Perth and 1,050 kilometres south west of Alice Springs. The region itself is diverse in natural beauty from the magnificent Rawlinson ranges to the red sandy plains of the Gibson Desert.

The Shire is a unique local government in that its community of interest is contained within the traditional lands of the Ngaanyatjarra people of the Central Desert of Western Australia. The 99 year leases held by the Ngaanyatjarra Land Council on behalf of the traditional owners also form the boundaries of the Shire of Ngaanyatjarraku.

The Shire's main township is Warburton, which is also the largest of the eleven Indigenous communities within the Shire. Warburton is 560 kilometres by gravel road north east of Laverton and 900 km north east of Kalgoorlie. Neighbouring shires include the Shire of Wiluna, Laverton, and East Pilbara. The Shire offices are located in the Tjulyuru Cultural and Civic Centre in Warburton.

In 2010 the Shire had an estimated residential population of 1,543 people, comprised of 46% male and 54% female residents and there are approximately 441 dwellings within the Shire. The Shire has a higher percentage of residents aged between 0-24 years and a lower proportion of residents aged 55+ years compared with the wider Australian population.

The prevailing climate of the region includes an average annual rainfall of approximately 100mm and seasonal temperature variations maximums in excess of 40°C in summer and minimums of less than 0°C in winter.

POSITION OBJECTIVES

Accountable to the Health & Building Officer for the facilitation and day to day supervision of the Shire's Environmental Health and Refuse programs.

The position assists in the delivery of projects and programmes to maintain and improve environmental health standards throughout the Shire of Ngaanyatjarraku;

The role supervises and assists Environmental Health Workers (3 Employees) employed by the Shire of Ngaanyatjarraku in the delivery of the Environmental Health Worker Programme.

Additionally, the position provides communities with advice and assistance on matters relating to environmental health.

KEY RESPONSIBILITIES

Planning:

1. In association with the Health & Building Officer, develop an annual work plan that will deliver the service outcomes articulated by the Strategic Community Plan and Corporate Business Plan and other organisational requirements.
2. In relation to the Environmental Health area, provide input to the development and regular review of staff needs and training.
3. Assist the Health & Building Officer to prepare the Annual budget for waste management and environmental health services.

Service delivery:

4. Implement the Environmental Health Worker Programme in accordance with the requirements of the Shire and the Department of Health including (but not limited to);
 - a) Assisting with the design, development and delivery of Environmental Health Education and Health Promotion packages for schools and Community;
 - b) Promoting and assisting in the implementation of the Dog Health and Breeding Control Program within Aboriginal Communities;
 - c) Conduct routine inspections of Indigenous Housing to ensure Environmental Health standards;
 - d) Assisting and supervising the conduct of community clean-up programmes;
 - e) Implementing a staged tree planting and watering programme within communities;
 - f) Assist and supervise with the ongoing maintenance of Shire and community properties as required;
 - g) Develop, implement monitor and report on effective mosquito/pest control programs within communities.
5. Manage, administer and monitor external contractors and coordinate the maintenance of waste facilities and services within communities.
6. Establish a network of relationships and co-operative arrangements with staff at neighbouring Communities and organisations for the sharing of personnel, plant and services to achieve local and regional efficiencies.
7. Provide written advice and reports to the Health & Building Officer in relation to the implementation of the waste services and work plan as required.
8. Undertake purchasing of goods and services in accordance with the Shire's adopted policy, budget and timeframes for the Environmental Health Worker Programme and community refuse services.
9. Participate in and contribute in a positive way to regular team meetings and report on progress against agreed work plans.
10. Carry out duties and responsibilities as directed by the Chief Executive Officer.

Organisational performance:

11. Ensure reporting and recording requirements are met in accordance with legislation, agreements and policy.

Organisational compliance:

12. Ensure that the compliance requirements of relevant Acts, Regulations and local laws are met in the delivery of services.
13. In accordance with Occupational Safety and Health legislation, ensure that:
 - a. Safe work practices are promoted, encouraged and supported;
 - b. Hazards are identified and reported and controls are implemented as directed;
 - c. Accidents and incidents are promptly reported;

- d. Sufficient equipment, resources and training is provided to staff to ensure a safe working environment.

Leadership and customer service:

14. Promote and model professional behaviour consistent with the Shire's Code of Conduct, stated organisational values and regularly acknowledge and recognise staff efforts in similar pursuits.
15. Utilise established systems and processes for identifying community needs and monitoring community feedback.
16. Prepare and deliver, with the involvement of the EHW Team, health promotion presentations to communities, schools and other forums, as required

Staff performance:

17. Assist and supervise staff in the conduct of the daily work tasks and ensure that performance reviews are conducted and performance management is implemented as required.

Actively seek and participate in regular learning and development activities to enable professional growth.

ORGANISATIONAL RELATIONSHIP

| | |
|-----------------------------|---|
| Reports to: | Health & Building Officer |
| Title: | Environmental Health Field Support Officer |
| Classification: | To Be Negotiated |
| Department: | Environmental Health |
| Supervises: | Environmental Health Workers |
| Internal Liaison: | Councillors Chief Executive Officer Other Staff |
| External Liaison: | Ngaanyatjarraku Health Service Aboriginal Communities Residents and ratepayers Local Schools and Colleges Business Proprietors Primary Health Services including Clinics Goldfields Population Health Unit Other Officers of Local, State and Federal Government Departments Environmental Health Australia and other Associations related to Environmental Health General public; particularly those requiring information about environmental health |
| Extent of Authority: | The position works under general direction from the Health & Building Officer |

SELECTION CRITERIA – QUALIFICATIONS, SKILLS AND EXPERIENCE

Skills

- Demonstrated supervisory and performance monitoring skills.
- Demonstrated conflict resolution skills.
- Demonstrated customer service skills.
- Sound verbal and written communication skills, including report writing skills;
- Sound information technology skills including the use of PC's and the Microsoft Office suite of programmes;
- Developed problem solving and analytical skills.
- Sound organisational skills;
- Group training skills are desirable;
- Public presentation skills to prepare and deliver educational messages and materials, to varying audiences, are desirable.

Knowledge

- Basic knowledge of accounts, budget and purchasing processes;
- Sound knowledge of Occupational Safety and Health obligations within the workplace;
- Knowledge of Multi-Media software as it relates to presentation preparation and delivery is desirable;
- Knowledge of indigenous culture and customs is desirable;
- Basic knowledge of Local Government Act, Health Act, Waste Avoidance and Resource Recovery Act and subsidiary legislation is desirable;
- Working knowledge of Local Government structures and activities is desirable;
- Awareness of the determinants of health as they relate indigenous health issues is desirable.

Experience

- Experience working within a team environment.
- Experience in developing and managing small projects.
- Some previous experience in the areas of Environmental Health, infrastructure maintenance, plant maintenance, plumbing, pest control, or project management is desirable.
- Experience in driving 4WD vehicles in off-road environment is desirable.
- Experience in working with Aboriginal persons and communities is desirable.

Qualifications and/or Training

- A current C Class Drivers Licence is essential;
- Any current drivers licence to drive heavy vehicles is desirable;
- A trade or technical qualification relating to any trade, group training staff supervision or similar is desirable;

OTHER REQUIREMENTS

GENERAL

The successful applicant will be required to submit the following documentation. The Shire of Ngaanyatjaraku will reimburse costs for.

- National Police Clearance not more than 3 months old from date of request;
- Certified copy of any Qualifications;

- Certified copy of Driver's License; and
- Medical Certificate confirming fitness to perform PD requirements.

The successful applicant will be required to sign the staff code of conduct.

OCCUPATIONAL SAFETY AND HEALTH

The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.

The position is responsible for complying with the Council's Occupational Safety and Health management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting workplace incidents and hazards.

TERMS AND CONDITIONS OF EMPLOYMENT

The Works and Services Coordinator position is a permanent employee incorporating the Local Government Industry Award, 2010.

The total remuneration package will be negotiated dependent on qualifications, skills and experience. In addition, Council provided housing is available rent free as is electricity, water and telephone / internet costs. Reimbursement of re-location costs will also be negotiated.

Normal office hours are between 8.00am and 4.30pm with a half hour lunch break, Monday to Friday, 4 weeks Annual Leave and an additional 4 weeks Isolation Leave upon qualification. Membership of a superannuation fund is compulsory. Annual, sick and long service leave accruals will apply in accordance with the Industry Award.

ENDORSEMENT

I understand that this position description forms the basis of my employment contract with the Shire of Ngaanyatjaraku and I will endeavour to perform these duties to the best of my ability. I understand that I will be required to actively participate in an annual performance appraisal.

SIGNATURES

Employee

Name: _____

Signed: _____

Date: _____

Chief Executive Officer

Name: _____

Signed: _____

Date: _____