

Position Title:	Team Leader – Environmental Health
Level:	Salaried 6
Department:	Community & Client Services
Program:	Health & Regulatory Services
Position Numbers:	HRS011

Position Objective

Contribute to the Council objective of responding to community needs and expectations in relation to the creation and maintenance of healthy lifestyles and the environment for the Mackay Regional Council area.

Key Responsibilities

Shall include, but not be limited to:

1. Food Premises - Food Act

Arrange, in conjunction with other Council EHOs, all techniques within the food hygiene area, ensuring all EHOs are kept abreast of food technology advances as well as inspections, written and verbal notices and annual licensing of all food premises to maintain and improve food hygiene standards. Discuss techniques, procedures and/or results with clients.

2. High Risk Personnel Appearance Services and Skin Penetration

Arrange, in conjunction with other Council EHOs, all techniques within the higher risk personal appearance services area ensuring officers are kept abreast of associated technology advances as well as carry out inspections, written and verbal notices and annual licensing of all premises within area to maintain and improve sanitation and personal hygiene standards. Discuss techniques, procedures and/or results with clients.

3. Public Health Act – Mosquito Prevention, Vermin Control and General Health Risk

Arrange, in conjunction with other Council EHOs, all techniques associated with public health risk minimization and ensuring that all Officers are kept abreast of associated advances as well as carry out inspections, written and verbal notices where necessary to enforce provisions of the Act to control any public health risk or noxious animal capable of transmitting a notifiable disease. Discuss techniques, procedures and or results with clients.

4. Health Education

Assist with organising and participating in Environmental Health Education Programs.

5. Council Local Laws and other State / Federal Government legislation

Inspect, prepare written and verbal notices and issue licenses (where applicable) under relevant Legislation and Council Local Laws. Discuss techniques, procedures and/or results with clients.

6. Council Policies

Review, evaluate and implement policies and operating procedures relating to Environmental Health to ensure an efficient and effective client focused service is maintained.

7. Environmental Protection Act

Process ERA applications, issue approvals, provide Concurrence Agency responses in accordance with the provisions of the Sustainable Planning Act 2009 and Environmental Protection Act 1994. Inspections, written and verbal notices with reference to the Environment Protection Act particularly when investigating complaints.

8. Other Inspections

Undertake any other inspections required by Management and provide feedback accordingly.

9. Environmental Health Staff

Lead, supervise and provide mentoring, guidance and motivation to Environmental Health Officers and Environmental Protection Officer within the section including assistance to the Coordinator Environmental Health & Education Services on human resource matters within the section.

10. Develop and/or contribute to the development of a range of business improvements relating to the delivery of Environmental Health services.

11. Other responsibilities as delegated by Management within the scope of this position

WH&S Obligation and Responsibilities Statement

Attached to this position description is a WH&S Obligation and Responsibilities Statement that outlines the Workplace Health and Safety requirements of this position.

Position Requirements:

Qualifications and Experience

Essential

- Minimum 5 years experience in Environmental Health
- Degree in Applied Science (Environmental Health) or Legal equivalent qualification
- Eligibility for membership to Environmental Health Australia

Skills

Essential

- High level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate subordinate employees, and understand and implement effective human resource management practices
- Ability to exercise a degree of autonomy when making decisions
- High literacy skills including report writing and comprehension
- Sound time management skills including prioritising of work
- High level skills in inspection, sampling, survey, collection of data and implementation of various correction measures
- Ability to interpret, understand, retain knowledge and apply new legislation, policies and other work related matters
- Ability to use, interpret and analyst output from specialised equipment

Knowledge

Essential

- Comprehensive knowledge of Acts, Regulations, Local Laws and Policies administered by the Health & Regulatory Services section
- Discipline knowledge gained through experience, training or education, in the numerous and widely varying areas of public health and environment
- Detailed knowledge of operational techniques and practices found within the various industries and activities which are encountered. These include food manufacturing processes and handling techniques, building construction and maintenance methods and techniques, refuse collection and disposal methods, water treatment procedures and drawing or processing of development plans
- Sound knowledge of computers and ability to use them to assist in work operations
- Detailed knowledge and understanding of how to write legal notices and correspondence

Desirable

- Understanding of Council's Enterprise Risk Management Policy and Framework objectives as they impact the position.

Special Requirements

- Includes work within the Environmental Health on-call roster system
- Some out of hours work and domestic travel is expected
- To ensure the Officer's skills and knowledge are maintained at the required level it will be necessary for continuing training to be undertaken to provide exposure to any relevant new developments. This may necessitate private study in applicable external courses as well as employer-funded attendance at training courses, seminars and conferences. Such on-going training may be necessary in specific areas such as food, hazardous substances, disaster relief planning, pollution control and monitoring equipment

Organisational Relationships

Reports to: Coordinator Environmental Health & Education Services
Supervision of: Environmental Health Officers & Environmental Protection Officer
Internal Liaison: All Council Departments
External Liaison: The professional business communities and general public

Appointee:

Acceptance Date:

**WH&S OBLIGATION AND RESPONSIBILITY STATEMENT –
SUPERVISORS, MANAGERS, EXECUTIVE MANAGERS**

All employees have a legal obligation to comply with statutory and *Mackay Regional Council* WH&S Management System, SafePlan, WH&S policies, procedures and work instructions. Managers and Supervisors are responsible and accountable to their Senior Manager for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WH&S Management System Plan and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of Key Performance Indicators (KPIs) that have been set by Senior Management.
4. Assisting with the development and implementation of departmental WH&S policies, procedures and work instructions.
5. Providing information relating to WH&S to employees through team meetings, Toolbox Talks or information sessions.
6. Conducting hazard inspection at all relevant workplaces in accordance with the 'Hazard Inspection Matrix'.
7. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assisting or participating in the carrying out of risk assessments on identified hazards.
8. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WHSA within the required timeframes.
9. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions.
10. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
11. Enforcing the wearing of all required personal protective equipment and ensuring that the equipment is worn correctly.
12. Ensuring a high standard of housekeeping is maintained within their area of control.
13. Ensuring that no hazardous substance is purchased, or used, without first carrying out a risk assessment and gaining approval from the relevant person.

Team Leader Environmental Health

Selection Criteria

Key Selection Criteria are used during the recruitment and selection process to assess the skills and experience of applicants in accordance with the competencies required of the role.

Criteria:	Weighting
Degree in Applied Science (Environmental Health) or legal equivalent qualification.	20%
Experience as an Environmental Health Officer (minimum 5 years). Demonstrated ability and knowledge to apply the Public Health Act, Food Act and associated Regulations and Policies.	20%
Demonstrated development and supervisory experience of a work team. Human resource management skills including supervision, motivation, performance management and conflict resolution.	20%
Demonstrated excellent written and verbal communication skills including the ability to provide appropriate consultation and education to other Council Officers, the professional and business community and public on environmental health issues.	20%
Demonstrated ability to use and analyse output from specialised equipment.	10%
Demonstrated sound time management skills including work prioritising.	10%
Proven ability to build rapport and effective working relationships with colleagues, supervisors and management, teamed with the ability to communicate appropriately both verbally and in writing. An attitude to take personal responsibility for promptly handling and resolving workplace tasks.	Essential
Demonstrated understanding of and commitment to Workplace Health & Safety and Equal Employment Opportunity principles and practices.	Essential
Current QLD "C" Class drivers licence.	Essential
Degree in Applied Science (Environmental Health) or Legal equivalent qualification.	Essential
Demonstrated ability to adhere to Council's Corporate Values: Employee Health and Safety, Client Satisfaction, Respect, Teamwork and Accountability.	Essential