



# Position Description

<b>Position Title</b>	Environmental Health Coordinator
<b>Directorate</b>	Sustainable Development
<b>Department</b>	Environmental and Regulatory Services
<b>Classification Level</b>	Level 6-7 (Division 2 - Section 1)
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 (as amended or replaced)
<b>Agreement</b>	Southern Downs Regional Council Certified Agreement 2011–2014 (as amended or replaced)

## Position Objective

Responsible for promoting community awareness of and compliance with statutory requirements with respect to environmental health, environmental management and building and planning regulatory matters.

Provide advice to the Manager Environmental and Regulatory Services on legislation, procedures and guidelines relevant to the administration of such matters.

## Organisational Relationships

Reports to the Manager Environmental and Regulatory Services.

### Internal Liaison

- Directors and Managers
- Employees across the organisation

### External Liaison

- Environmental health clients including commercial proprietors
- Community service organisations
- Public health authorities Government Departments and Agencies
- General public

## Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Matters associated with the development, implementation and review of environmental health and environmental management programs and statutory licensing, including:
  - inspection and licensing of establishments and services regulated by public health and environmental legislation and relevant Local Laws
  - investigation of public health, environmental, building and planning complaints

- Development of integrated environmental management systems to cover Council's activities.
- Assessment of the environmental impact of development proposals.
- Assessment of planning and building applications in accordance with statutory and policy requirements.
- Monitoring compliance with relevant statutory and policy requirements.
- Provide advice on and contribute to development of policies, procedures and guidelines in relation to the provision of efficient and effective delivery of environmental health, environmental management and building and planning compliance services.
- Initiate and undertake programs which promote the general public's greater understanding of statutory requirements in relation to environmental health, environmental management and building and planning compliance.
- Develop and implement strategies on environmental issues including ecologically sustainable development.
- Liaise with other Local Governments, Regional, State and Federal Agencies on matters relevant to the role.
- Supervision of Environmental Health, Environmental Management and Building and Planning Regulatory Officers.
- Carry out general activities that assist in the operation of the Environmental and Regulatory Services Department.
- Other duties as directed by the Manager to contribute to the successful function of the Sustainable Development Directorate.

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### **Training**

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- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

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### **Work Health & Safety Responsibilities**

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- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

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### **Organisational Responsibilities**

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- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

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### **Extent of Authority**

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- The supervisor monitors agreed work outcomes.
  - This role has the authority to act in accordance with established procedures and guidelines. Guidance is available from the supervisor.
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### **Selection Criteria**

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#### **Qualifications/ Licences – Mandatory**

- Possession of a current open “C” class licence (Car).
- Possession of an Occupational Health and Safety Construction Induction Card (“White Card”) or the ability to obtain prior to commencement.
- Relevant qualification of degree level.

#### **Vaccinations – Mandatory**

- Possession of immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council’s Immunisation Procedure.

#### **Key Selection Criteria - Essential**

1. Comprehensive knowledge of, and experience in, applying legislation, statutory regulations and guidelines relevant to environmental health and management and building and planning compliance.
2. Demonstrated highly developed interpersonal skills including the ability to effectively communicate with a diverse range of staff across the organisation.
3. Demonstrated effective leadership skills including the ability to manage time effectively across the team to achieve outcomes within required timeframes.
4. Highly effective written and oral communication skills and demonstrated ability to provide professional advice in a timely manner.
5. Comprehensive understanding of and commitment to excellent customer service.
6. Thorough knowledge of the workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment.

#### **Key Selection Criteria – Desirable**

1. Experience and interest in local government operations.
2. Eligible for membership of Environmental Health Australia and recognised for appointment as an Environmental Health Officer in Queensland.