



POSITION DESCRIPTION

This position description outlines the requirements of the position by describing the key duties, responsibilities and the performance standards necessary to meet those requirements. This list of duties is not intended to be complete. Other duties, KPIs and objectives may be assigned from time to time to meet the business needs of the organisation.

The City of Busselton is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees and customers. All duties are to be performed in a manner consistent with EEO legislation and Occupational Safety and Health legislation along with the City's Code of Conduct and Operational Practices and Procedures.

1. POSITION IDENTIFICATION

Title	Environmental Health Coordinator	Est No.	249
Directorate	Planning and Development Services	Status	Contract
Industrial Instrument	Enterprise Agreement 2021	Level	Negotiated Contract
Date Issued	May 2009	Date Reviewed	October 2021

2. REPORTING RELATIONSHIPS

See attached.

3. POSITION PURPOSE

Summary of the key objectives of the position i.e. why the position primarily exists.

To coordinate the delivery of Environmental Health Services and oversee the day to day work activities and performance of the Environmental Health team.

To coordinate the functions of the Environmental Health Business Unit to ensure they are delivered in a professional, timely, customer focused and cost effective manner.

To actively contribute towards business excellence through continuous improvement by initiating, developing and evaluating changes to systems, operations and procedures to improve the Environmental Health team's productivity and customer service levels.

4. KEY DUTIES AND/OR RESPONSIBILITIES

Supervision and Leadership

- Coordinate the day to day work activities and programmes of the Environmental Health team and ensure compliance with Council's statutory obligations, policy and code of conduct.
- To provide professional advice, guidance and support to EHO's, EH Technician and Administration Officer and provide regular reports on staff performance including conducting annual performance reviews.
- Work effectively across Council's Business Directorates and contribute to the resolution of multi-disciplinary issues and problems.
- Work towards achieving Business Excellence through continuous improvement by leading the identification, development, implementation and review of operational programs, procedures, documents and policies relating to Environmental Health.
- Exercise authority within predetermined guidelines, policies, procedures, predetermined budgetary limits and in accordance with statutory provisions.
- Contribute to the development of the Environmental Services Business Plan as it applies to Environmental Health.
- Develop, implement and report on the City of Busselton Environmental Health Activity Plan including setting of own and team performance outcomes.
- Contribute to the development of the annual Environmental Health budget and continually monitor and review operations against budget allocations.
- Coordinate the implementation of relevant Corporate Actions and Strategic initiatives.
- Effectively lead the Environmental Health team through the implementation of the *Public Health Act 2016*.
- Deputise for the Manager Regulatory Services as required.
- Attend Council and public meetings and briefings where required.

Environmental Health Program Coordination

- Coordinate the functions of the Environmental Health Activity unit to ensure they are delivered in a compliant, professional, timely, customer focused and cost effective manner.
- Coordinate the implementation of Environmental Health functions with a focus towards continuous improvement of the Environmental Health Team.
- Administer Environmental Health legislation and enforcement of statutory compliance in a fair and equitable manner within the City of Busselton.
- Prepare reports to Council on relevant Environmental Health issues
- Coordinate the implementation of relevant enforcement tools (including but not limited to Public Health Act Notices, Environmental Protection Notices, infringements and work orders), compile evidence for prosecutions and act as an expert witness when required.
- Oversee the assessment and monitoring of moderate to complex Development/Building applications and proposals in relation to Environmental Health legislation.
- Lead and/or contribute to the prompt, empathetic and efficient response to customer concerns and conflict resolution.
- Coordinate the Environmental Health Team and own professional development.

Project Coordination

- Set project plans, establish targets, coordinate implementation, supervise and report on outcomes of the team's performance in relation to Environmental Health Projects.
- Work independently on projects requiring specialist knowledge.

Occupational Safety and Health & Risk Management

- Provide leadership to the workgroup in successfully implementing relevant aspects of the City's Risk Management and Safety Management Systems.
- Exercise Occupational Safety and Health responsibility as detailed in the OSH Policy and associated procedures and guidelines
- Implement City Workers Compensation and Injury Management procedures for rehabilitation management.
- Implement and supervise the operation of City corporate project activities.

Our Signature Behaviours – As an employee you will be expected to uphold the City's Values and Behaviours:

At the City of Busselton we value:

- **Listening**
- **Considered Decision Making**
- **Appreciation**
- **Respect**
- **Team Work**

We do this by each committing to model the following behaviours:

- Actively listening and respecting other's opinions.
- Having courage to give feedback and receive it with an open mind.
- Planning, reflecting and sharing our learnings.
- Thanking each other for a job well done.
- Getting to know each other and the roles that we play.
- Creating a fun, supportive and encouraging workplace.
- Acknowledging each other's skills and experience and working together.

Leadership Competencies – As a leader you will be measured on these behavioural competencies:

- **Creates Vision and Gives Direction** – Leads by example. Strong planning and direction setting ability. Supports the vision of the organisation and leads others to achieve the organisation's objectives. Envisages future trends and their impact on future strategies and takes appropriate action to address.
- **Develops People** – Engages and involves staff. Empowers others by ensuring staff are involved in decision making and given responsibility. Creates an environment of innovation and learning. Supports and provides structures for training, development and career planning.
- **Manages Resources and Risks** – Is accountable and takes ownership. Plans & acquires resources to meet long and short term needs. Looks to achieve efficiency & cost effective resource allocation. Takes ownership of Health & Safety obligations. Balances the wellbeing of their staff with the achievement of organisational objectives. Identifies risks and takes appropriate action to mitigate.
- **Promotes and Achieves Quality Outcomes and a Performance Culture** – Recognises and

rewards good performance. Promptly and appropriately resolves underperformance. Open to new ideas. Continuously improves service delivery, utilising new technology, reducing cost and improving quality. Can make decisions including tough decisions.

- **Understands Relationships** - Values individual differences. Manages EEO and diversity. Facilitates cooperation and teamwork. Shows respect.
- **Good Communication** – Actively listens. Is sensitive to the audience and diplomatic in style. Is consistent and clear.
- **Self-awareness and Self-management** – a doer – delivers to deadlines, makes and keeps commitments. Is objective. Achieves results.

5. ANNUAL PERFORMANCE REVIEW

At least once in every calendar year an evaluation of the position holder's performance will be conducted by the supervisor. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

6. EXTENT OF AUTHORITY

This position operates under the limited direction of the Manager Regulatory Services within guidelines and operational practices and procedures established by the City and the policies of the Council.

7. WORKING RELATIONSHIPS

Internal:

- Director of Planning and Development Services
- Manager Regulatory Services
- Council staff of other departments

External:

- Other Local, State and Commonwealth Agencies
- Private business, consultants and Environment/Health Professionals
- Public utilities and authorities
- Land Developers and Building Agencies
- General public
- Educational Institutions

8. SELECTION CRITERIA

Essential

- **Qualifications for appointment under the Public Health Act 2016 and Environmental Protection Act 1986:**
Bachelor of Science (Environmental Health) or equivalent acceptable to the Chief Health Officer Western Australia for appointment as an Authorised Officer in accordance with the Public Health Act 2016; and
Eligible for appointment as an Authorised Person and Inspector under the Environmental Protection Act 1986.
- **Demonstrated commitment to continuous improvement of the work place:**
Demonstrated ability to solve problems and initiate continuous improvement within the workplace.
- **Demonstrated commitment to customer service:**
Demonstrated commitment to customer service and ability to deal with difficult customer situations. Highly developed verbal and written communication skills and ability to communicate effectively.
- **Relevant knowledge of Environmental Health:**
Demonstrated previous experience in a local government Environmental Health role (minimum 5 years). Comprehensive knowledge of legislation, programmes and industry standards relevant to the delivery of Environmental Health at the City of Busselton.
- **Developed team leadership skills**
Highly developed leadership and management skills and the ability to work effectively in a team environment.
- **Developed knowledge of Risk Management:**
Developed knowledge of risk management assessment protocols relevant to Local Government and Environmental Health.
- **Developed time management skills:**
Developed time management skills and the ability to meet deadlines and produce accurate work.
- Current 'C' Class manual driver's licence.
- Ability to provide a National Police Clearance no more than six months old.

Desirable

- Previous experience in Local Government office administration, reporting and measurement of performance.
- Considerable computer literacy, keyboard skills and experience in word processing and data management system software.
- Previous experience in the development of community education programmes and community engagement.
- Post graduate qualifications in management, health promotion, health impact assessment, planning or another related field.

9. CERTIFICATION

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager/Supervisor: _____ Date: ____/____/____

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

Position Holder _____ Date: ____/____/____

The original signed copy of this position description is to be forwarded to Human Resources.

Reporting Relationships

