

# POSITION DESCRIPTION



<b>Title:</b>	<b>Team Leader – Environmental Health</b>
<b>Position Number:</b>	<b>HE17</b>
<b>Classification:</b>	<b>Band 7</b>
<b>Directorate:</b>	<b>Sustainable Development</b>
<b>Department:</b>	<b>Environment</b>
<b>Award:</b>	<b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b>
<b>Incumbent:</b>	<b>Vacant</b>

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Manager Environment
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>▪ Coordinator – Environmental Health</li><li>▪ Senior Immunisation Nurse</li><li>▪ Environmental Health Officers</li></ul>
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>▪ Chief Executive Officer</li><li>▪ Executive Leadership Team</li><li>▪ Responsible Managers</li><li>▪ All Staff</li></ul>
<b>Primary External Relationships:</b>	<ul style="list-style-type: none"><li>▪ Residents, clients and community organisations</li><li>▪ Government departments and law enforcement agencies</li><li>▪ Contractors, consultants and business proprietors</li><li>▪ Industry associations and public analysts</li></ul>

## POSITION OBJECTIVES

Effectively lead and supervise the Environmental Health team in the ongoing planning, development and implementation of all areas of Environmental Health practice in order to provide the best possible environment that enhances and promotes the well-being of the community.

## KEY SELECTION CRITERIA

- Bachelor of Applied Science (Environmental Health) or equivalent and substantial experience as an Environmental Health Officer with broad experience in all fields of environmental health services.
- Extensive understanding of the statutory obligations and legislative requirements relevant to Environmental Health.
- Demonstrated ability to provide effective leadership and direction to a multifaceted team including driving cultural change and the ability to supervise, motivate, support, coach and where necessary counsel staff to achieve personal and organisational goals.
- Highly developed verbal and written communication skills including the ability to successfully negotiate outcomes and effect change.
- Demonstrated ability to initiate, develop and implement strategic direction.

## KEY RESPONSIBILITY AREAS

- Ensure Council meets its obligations and administer delegated responsibilities, of the Food Act 1984, Public Health and Wellbeing Act 2008, Local Government Act 2020, Environment Protection Act 1970, Tobacco Act 1987, Residential Tenancies Act 2020 and other relevant Acts, Regulations, Codes of Practice and Local Laws.
- Investigate breaches of relevant legislation, collate evidence and prepare briefs for legal proceedings on behalf of Council.
- Perform the tasks required of a Deputy Municipal Recovery Manager related to area of expertise in times of emergency within the municipality.
- Oversee the development, implementation and review of the Domestic Wastewater Management Plan and relevant policies and procedures to enhance service delivery based upon continuous improvement ethos.
- Assist with the development and implementation of Council's Emergency Management Plan and other Council plans such as the Municipal Health and Wellbeing Plan, Climate Emergency Plan, 2030 net zero emission plan and the Council Plan.
- Approve and supervise the installation and operation of wastewater disposal systems and liaise with Goulburn Valley Water regarding the extension of the reticulated sewerage system in the municipality.
- Maintain a comprehensive immunisation program for infants, school children and other "at risk" persons in the community.
- Undertake proactive and reactive action for the prevention and control of the spread of infectious diseases.
- Manage the Environmental Health team by providing strong leadership, effective mentoring and development opportunities to the team with a focus on continuous improvement.
- Assist the Manager Environment in the preparation and administration of the budget for the Environmental Health team.
- Coordinate and oversee relevant internal and external reporting including mosquito monitoring, immunisation and food safety in a timely manner.
- Ensure procedural fairness and conflicts of interest are managed in customer service interactions.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### **This position is accountable for:**

- Providing specialist advice to clients utilising skills, knowledge and experience in all areas of Environmental Health.
- The regulation of clients through the use of specialist skills involved in the interpretation and application of relevant Regulations, Acts, Codes of Practice and Policies.
- Providing formal input into policy development relating to areas expertise, utilising investigative and analytical skills to form the basis of policies developed.
- The effective and efficient management of Council resources as required for relevant work programs to ensure adherence to goals and objectives.
- Liaising with staff over the quality, effectiveness, cost and timeliness of environmental health programs.
- Administration of staff with delegated statutory responsibilities.

### **This position has the authority to:**

- Carry out any power, duty of function delegated under the Local Government Act 2020 and other listed legislation and/or act as an authorised officer.
- Providing accurate, effective and customer focused support to meet the needs of the Council.
- Make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.
- Carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards. Extensive freedom to initiate changes to policy, procedures and practices is encouraged and will be undertaken with the approval of the Manager.

### **Judgement and Decision Making**

- Make decisions and take action in areas that are generally specialised with methods, procedures and processes based on professional knowledge, experience, theory and/or precedent.
- Apply problem-solving skills and techniques from previous experience to solve a diverse range of issues. Creativity, originality and initiative may be required in these situations.

### Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

## SKILLS AND KNOWLEDGE

### Specialist Skills and Knowledge

- A sound knowledge and understanding of the underlying principles of Environmental Health practice and associated legislation and the ability to explain and interpret such legislation.
- Proficiency in the application and understanding of the underlying principles of various scientific disciplines including microbiology, chemistry, biology, pollution control, wastewater management and food technology relevant to Environmental Health practice and procedures.
- Ability to prepare briefing notes and reports to a high standard as required by Council and external agencies.
- Well-developed research and analytical expertise, with complex problem solving abilities.

### Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis, to achieve specific and set objectives within a set timetable, often in an environment of change and conflicting demands.
- Ability to undertake detailed investigative tasks, research and to solve problems through a combination of discussion, negotiation and team work.
- Ability to effectively manage staff and the provision of Environmental Health services.
- Undertake performance review and work plan development with direct reports in the Environmental Health team.
- Assist the Manager to undertake the budget process and ensure programs adhere to budgets throughout the year.
- Provide leadership, training and guidance for staff.

### Interpersonal Skills

- Ability to gain the co-operation and assistance from clients, other staff members, community groups, members of the public and statutory and government personnel.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with employees in other departments within the organisation to resolve intra-organisational problems.
- Ability to communicate and negotiate with all members of the community in a professional way with discretion, tact and patience.
- High level reporting writing and record keeping skills.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor of Applied Science (Environmental Health) or equivalent.
- Demonstrated computer proficiency, preferably in programs related to the Environmental Health field.
- A proven track record as an Environmental Health Officer with broad experience in all fields of environmental health services.

## OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian driver licence.
- Eligibility for membership of Environmental Health Australia.

The tasks required of this position have been identified by Greater Shepparton City Council's Safety Management System as being at risk of contracting a vaccine-preventable disease. It is recommended that the incumbent be vaccinated against the following:

- Tetanus
- Pertussis (Whooping Cough)
- Measles, Mumps and Rubella
- Chickenpox
- Influenza

- Hepatitis A
- Hepatitis B
- Japanese Encephalitis Virus

## LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

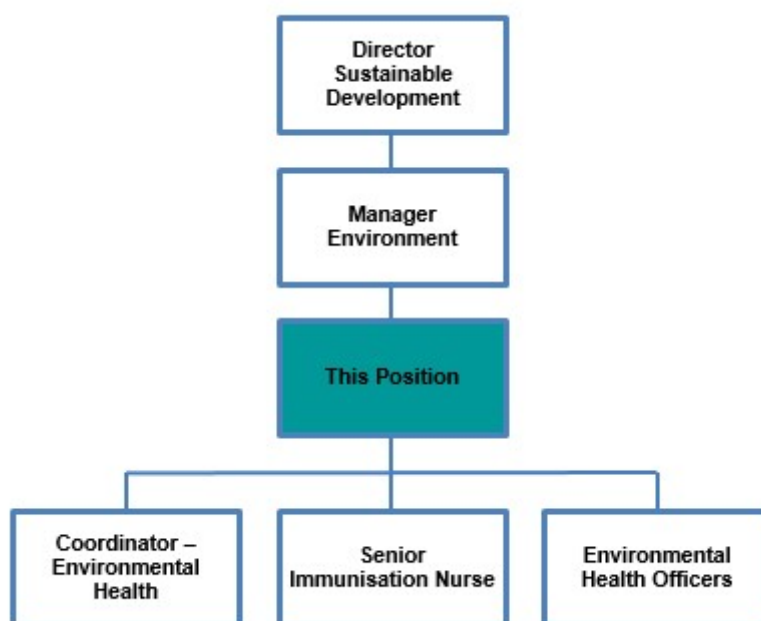
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Departmental Overview

The Environment Department provides the environmental health, sustainability and environment and animal management functions of Council. This includes environmental sustainability projects; providing specialist advice to Council and the community on environmental and sustainability issues; improving bio-diversity outcomes within the municipality; approving and supervising the installation and operation of wastewater disposal systems; administering relevant public health legislation and investigating breaches; coordinating and delivering immunisation services; and implementing actions to prevent and control the spread of infectious diseases. It also provides for the management of domestic animals through legislative implementation and the operation of an animal shelter.





**Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.**

**These values may be guiding principles of behaviour for all members in the organisation.**

**Respect first,  
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take  
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously  
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working  
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually  
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the  
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

## VALUES

# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

## Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Work Environment</b>					
Indoors					X
Outdoors			X		
Slippery Surfaces			X		
Uneven ground/Sloped areas		X			
Work in isolation		X			
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells		X			
Exposure to loud noises requiring hearing protection		X			
Exposure to personal waste			X		
<b>Body Posture</b>					
Standing			X		
Sitting					X
Squatting/Crouching		X			
Kneeling		X			
Twisting		X			
Bending		X			
<b>Manual Handling</b>					
Reaching or working overhead (above shoulder)	X				
Reaching forward		X			
Gripping/fine motor movement			X		
Pushing/restraining		X			
Driving a vehicle			X		
Lifting floor to waist			X		
Lifting waist to overhead	X				
Lifting from a truck/trailer	X				
Lifting 0 - <5kg			X		
Lifting 5 - <10kg		X			
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads		X			
Climb steps/stairs/ladder			X		
Exposure to vibration	X				
<b>Psychosocial</b>					
Give direction to others					X
Dealing with aggressive customers		X			
Dealing with upset customers			X		
Supporting dependent persons	X				

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Cognitive</b>					
Written communication					X
Verbal communication					X
Comply with legislation					X
Problem solve					X
Reason/make sense of things					X
Make critical decisions				X	
Ensure accuracy/details					X
Remember names/details					X
Show creativity				X	
Examine/observe others					X
Work quickly					X
Concentrate amid distractions				X	

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_