
Position Description

Environmental Health Coordinator

Position overview

You will coordinate the Environmental Health service of Council, working with your internal and external stakeholders and customers to provide an efficient, responsive and responsible service. By doing so you will engender public confidence in Environmental Health matters. You will be required to prioritise your workload to meet the legislative requirements of the role all while demonstrating that Alpine Shire Council places the customer at the heart of the organisation by providing excellent customer service.

You will undertake key responsibilities in line with ALPINE values acting in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled, and able to consistently deliver operational services with a high degree of autonomy.

Classification and relationships

Classification:	Band 7 Alpine Shire Council Enterprise Agreement 2020
Reports to:	Manager Planning and Amenity
Supervises:	Environmental Health Officer

Key duties and responsibilities

Accountability and extent of authority

Statutory requirements

- Undertake all relevant statutory functions and ensure that the relevant requirements of (in particular) the Public Health and Wellbeing Act 2008 and Food Act 1984, are complied with as well as relevant statutory functions of other statutes.
- Undertake prosecutions under the Food Act 1984 and Public Health and Wellbeing Act 2008 or under other statutes (as directed by Council), on behalf of Council.

Food Surveillance

- Ensure compliance with the Food Act and National Food Safety Standards at local food premises
- Identification and control of environmental health risks through investigation and assessment in food premises. Overseeing construction, maintenance and operations, as well as food sampling and enforcement procedures.
- Process the approval of food premises and compliance checks of food safety plans.
- Carry out education and awareness programs to increase in the understanding of safe practices for food hygiene and handling by people involved in the sale of food for human consumption.

Infectious Disease

- As requested, respond to notifications of infectious diseases in accordance with the Department of Health and Human Services protocol.
- Support regulatory authority with the implementation of procedures to control the incidence of infectious diseases in the community through effective prevention based monitoring and education programs.
- Participate in a monitoring program for Health Registered Premises, including accommodation premises, hairdressers, beauty parlours, skin penetration premises (and the like) and caravan parks.
- Assist with Council's diabetes sharps container supply and disposal program to residents of the Municipality, including disposal of all infectious wastes (including sharps) in accordance with the Environment Protection Authority requirements.
- Carry out and support public swimming pool and spa monitoring program to ensure compliance with infectious disease regulations.

Environmental Protection / Emergency Management

- Assess, inspect and approve new or altered onsite wastewater disposal systems in accordance with the Environment Protection Act 2017, Code of Practice – Onsite Wastewater Management and Council's DWMP.
- Provide advice on European Wasp eradication on private property, as well as ensuring eradication on Council properties. Co-operate with the government departments in the biological control of European Wasps.
- Enforce Council's relevant Local Laws.
- Provide advice and support education work to the community on environmental and pest control issues.
- During an emergency, advise and act on public health issues to prevent or minimise outbreak of disease.
- Monitor caravan park emergency management plans required for caravan park registration and liaise with emergency service organisations to review and audit the plans when required.
- Implement priority actions within the Domestic Wastewater Management Plan

Health Promotion/Education

- Provide advice, assistance and referral where necessary to the community and Council on public health issues.

Legislation

- Public Health and Wellbeing Act 2008, Environmental Protection Act 2017, Food Act 1984, Tobacco Act 1987, Local Government Act 1989 and Residential Tenancies Act 1997

Other duties

- Ensure compliance with all business policies and procedures.
- Continually review and improve work methods associated with this role.
- Manage expenditure and accounts relating to the role.
- From time to time the employee may be directed by the manager or supervisor to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- Undertake professional development training relevant to the position.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Provide Policy advice and/or input into policy development, drafting, conducting benchmarking or research.

Judgement and decision making

- Required to determine individual work priorities, expenditures and practices in order to meet statutory obligations and achieve set objectives.
- Exercise judgment in environmental health related matters.
- Ability to work unsupervised, organise and prioritise daily and weekly tasks.
- Ability to apply innovative thought, presentation of alternatives, and justification of options. This can be on a day-to-day basis and in relation to strategy formulation.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Guidance and advice is usually available from the Manager or the Director.
- Ability to determine appropriate action in relation to service enquiry including selecting from a range of alternative courses of actions, or referring to appropriate Council Officer or community agency.
- Ability to recognise sensitive and/or potential serious citizen service problems and deal with these in an appropriate manner.

Management skills

- Well-developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Knowledge of and ability to implement Equal Employment Opportunities, Health, Safety and Risk policies and procedures relating to areas of supervision.
- Ability to work unsupervised.
- Demonstrated skills in managing diverse workloads and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Ability to efficiently implement daily, weekly longer term workloads.
- Ability to promote a teamwork approach and lead a team.
- Ability to engender public confidence with a strong customer focus.
- Ability to review and analyse Council services and make recommendations.
- Proficient record keeping, administrative and computer skills.
- Ability to work under pressure and meet competing deadlines.

Interpersonal skills

- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.
- Ability to liaise with external customers to discuss environmental health matters.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Display and promote a positive image of Council with both internal and external customers through communication, appearance, attitude and performance of tasks.
- Respond positively and enthusiastically to assigned tasks.
- Be able to gain co-operation and assistance from other employees.
- Be able to identify problems, suggest solutions and make improvements work independently and as part of a team.
- Be willing to seek guidance and advice when required.

Expertise

Qualifications

- Driver licence.
- Valid Working with Children Check and Police clearance checks.
- Bachelor of Applied Science (Environmental Health) or equivalent, including eligibility to be a member of Environmental Health Professionals Australia Ltd

Experience

- Several years demonstrated relevant experience preferably with Victoria State legislation.
- Local Government experience.
- Demonstrated ability to provide high quality work, lead a team and provide customer service excellence.
- Display a punctual, reliable and positive approach to work.

Specialist skills and knowledge

- Detailed knowledge of the Public Health and Wellbeing Act 2008, The Food Act 1984, The Tobacco Act 1987 (and its reforms), Environmental Protection Act 2017 in respect to Wastewater Systems, Australian Standards, Local Laws, Government and Council Policies
- Working knowledge of the enforcement process including notices & orders, penalties, and an understanding of the legal process for prosecutions
- Understanding of budgeting and relevant accounting and financial procedures
- Ability to provide a high level of interpersonal, verbal and written communication
- The ability to handle customer inquiries in a courteous manner whilst resolving issues
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Advanced knowledge of, and ability to effectively use relevant technology systems and applications relating to key responsibilities.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.
- You will be required to carry out inspections of premises and will therefore be exposed to those conditions normally encountered in an outdoor Environment.