

Coordinator Environmental Health



Position Description

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POSITION NO:	930124
DIRECTORATE:	Communities
DEPARTMENT:	Development Services
SECTION:	Environmental Health
STATUS:	Permanent Full time
CLASSIFICATION:	Band 7 Annualised
LOCATION:	Civic Centre, Frankston
APPROVED BY:	Director Communities
DATE:	May 2022

POSITION OBJECTIVE(S)/GOAL(S):

- To provide leadership, support and advice on the implementation and administration of the all relevant legislation including Food Act 1984, Public Health and Wellbeing Act 2008, Environment Protection Act 1970 and Tobacco Act 1987
- To lead the Environmental Health Unit (Unit) ensuring that Council's objectives and statutory compliance are achieved at all times
- To ensure the delivery of a customer focused Environmental Health Service ensuring quality outcomes are achieved for Council and the community
- To promote and implement system improvements in the Service.

KEY OUTCOMES AND RESPONSIBILITIES:

Environmental Health

- Under limited direction, coordinate the operational functions of the Unit ensuring adherence to the relevant legislation and Council's policies and procedures in the areas of:
- Food Safety
- Registration and Inspection
- Communicable Disease Control
- Accommodation Standards and Regulation
- Investigation and Prosecution
- Health Promotion and Education
- Nuisance Abatement
- Waste Water Management
- Tobacco Act Enforcement

- Pest Control, and Emergency Response.
- Identify opportunities to maximise the efficiency and effectiveness of the performance of the Unit ensuring all activities achieve quality outcomes in all aspects of Environmental Health promotion, compliance and enforcement
- Ensure compliance with relevant legislation and reporting requirements
- Ensure that legislative knowledge and contemporary working practices are maintained by staff
- Coordinate and provide leadership to the Environmental Health Team and manage relevant staff issues in accordance with Council's procedures and requirements fostering a cohesive team approach to all projects and activities
- Provide high quality, accurate and timely specialist advice on Environmental Health related issues to internal and external stakeholders
- Contribute to the review of policy, processes and practices that deliver an efficient and effective Environmental Health service
- Report on the performance of the activities of the Unit ensuring statutory compliance
- Contribute to the preparation of the Environmental Health budget and monitor budget performance
- Conduct inspections, investigations, and enforcement and education activities in all areas of Environmental Health
- Ensure the provision of high quality customer service and develop and maintain strong and positive relationships with all internal and external customers and clients
- Contribute to the development of high quality customer service across the organisation
- Respond to and address after hours inquiries with regard to emergency public and environmental health, and fire or related matters.

Organisational Responsibilities

- Cooperate with Council in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner in accordance with Council's information and records management procedures
- Ensure that all Council's policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management, financial management, governance, procurement, and customer service
- Act in a professional manner at all times while performing duties for and/or representing Frankston City Council in accordance with the Staff Code of Conduct

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multiskilling provisions of the Frankston City Council Enterprise Agreement.

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the *Emergency Management Act 1986*, this may include providing emergency response, relief and recovery services to the community.

Participate and make yourself available for an 'on standby' arrangement on a rotating roster as outlined in the Enterprise Agreement.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records Check:

YES ☒

NO ☐

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check: **YES** ☒ **NO** ☐

AUTHORISATION/DELEGATION:

The incumbent will be an Authorised Officer under appropriate delegations: **YES** ☒ **NO** ☐

ORGANISATION RELATIONSHIPS AND RESOURCE MANAGEMENT RESPONSIBILITIES:

Reports to:	Manager Development Services
Supervises:	Environmental Health staff
Internal contacts:	All Council business units
External contacts:	Including but not limited to – Victoria Police, Environmental Protection Agency, Department Health & Human Services, Business Operators, General Public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Coordinating the overall operation of the Unit ensuring compliance with the relevant legislation and organisational priorities and objectives
- Implementing maintaining, monitoring and reviewing Environmental Health policies, practices and procedures
- Approving budget expenditure, signing letters and preparing reports within the position's delegated level of authority and with the approval of the Manager Development Services
- The quality, accuracy and timeliness of information, data and advice provided to the Manager, Executive Management Team, Council and other stakeholders
- The incumbent is accountable for adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above

The incumbent has the following delegations:

- Signing letters, reports etc.
- Can authorise expenditure up to a maximum of \$25,000 within approved budget

The incumbent is accountable for:

- exercising delegated authorities appropriately and in accordance with the relevant Instrument(s) of Delegation and legislation, as set out in the specific Instrument of Appointment and Authorisation, once signed by the Chief Executive Officer
- adhering to and implementing the Organisational Responsibilities set out in the Key Outcomes and Responsibilities, above

JUDGEMENT AND DECISION MAKING:

The incumbent is required to use judgement and make decisions relating to:

- Providing specialist advice and interpreting Environmental Health related legislation and organisational policies and guidelines
- Dealing with and resolving complex Environmental Health related problems and issues utilising initiative, experience, knowledge, creativity, innovation and reflective practice
- Resolution of problems which require analytic reasoning and integration of wide-ranging and complex information. High level of independence in determining direction and approach to issues
- Initiating investigations and prosecutions into possible breaches of relevant legislation
- Identify, create and implement policies and strategies, recommend changes as deemed necessary, and recommend and facilitate additional policy development.

- The incumbent will work autonomously and draw upon previous experience and knowledge to effectively manage their work on a day to day basis. The work involves making decisions and resolving problems associated with the operational matters relating to all aspects of the position.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be demonstrated and utilised:

- Comprehensive knowledge of all legislation and Government processes relevant to the Unit
- Demonstrated competency in water analysis, noise assessment, food inspection/testing, approved accommodation regulation
- Demonstrated ability to coordinate services in a highly regulated environment
- Relevant technology skills to enhance the delivery of services
- Comprehensive knowledge and understanding of all relevant legislation including Food Act 1984, Public Health and Wellbeing Act 2008, Environment Protection Act 1970 and Tobacco Act 1987 and associated regulations relating to Environmental Health
- Sound knowledge of complex budget management, financial and accounting procedures

MANAGEMENT SKILLS:

The incumbent must demonstrate and apply the following management skills:

- Demonstrated skills to efficiently and effectively manage staff and budget issues
- Demonstrated ability to provide leadership, technical guidance to and mentor and coach staff within team and unit
- An understanding of and commitment to continuous improvement.
- Ability to foster and build team cohesion and to manage staff members through empowerment and by aligning responsibilities with corporate objectives
- Demonstrated ability to set priorities in an environment where there are competing pressures to achieve Unit and Departmental objectives
- Ability to work positively and productively with other supervisors as part of the Departmental Leadership Team
- Well established problem solving skills
- Capacity to monitor progress on work requirements and to take corrective action where necessary

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated and utilised:

- Excellent verbal and written communication skills including the ability to prepare reports, briefs of evidence, Statutory Notices and documents
- Proven ability to prepare high quality and timely Statutory Notices and documents that pertain to the various legislative and regulatory responsibilities of this position
- Highly developed presentation and negotiation skills
- A strong understanding of the Environmental Health operating environment
- A high level of energy, flair, commitment and initiative
- Ability to effectively represent Council in various forums, including within the community, with credibility and professionalism
- Ability to deliver a high standard of customer service
- Proven ability to gain the cooperation and assistance from the public and other organisations
- Highly developed ability to motivate individuals to achieve the best outcomes for the Unit and organisation

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and/or experience are required for the position:

- A relevant tertiary qualification in Environmental Health or related discipline
- Extensive experience in environmental health in Local Government and/or State Government or equivalent experience in the private sector
- Demonstrated experience in efficiently and effectively manage staff and budget issues.
- Experience in managing change and business improvement initiatives.
- experience in providing leadership, technical guidance, mentoring and coaching of staff in a regulatory environment.
- Current Victorian Driver Licence

The following qualifications and/or experience are desirable for the position:

- Experience working in Local Government
- Formal management qualifications

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment in accordance with Council's Enterprise Agreement.

The Position Description will be reviewed annually, in conjunction with you, in accordance with Council's Enterprise Agreement, and as part of the employee's annual Performance and Development Review.

The Position Description is to be read in conjunction with the Council's Enterprise Agreement and the General Terms and Conditions of Employment

SELECTION CRITERIA:

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills and knowledge as listed in the Position Description:

Mandatory/Essential:

1. A relevant tertiary qualification in Environmental Health or related discipline
2. Proven ability to lead and manage staff to meet operational objectives
3. Extensive experience in environmental health in Local Government and/or State Government or equivalent experience in the private sector
4. Proven ability to clearly articulate priorities, organise workloads, monitor performance and meet objectives within budget and agreed timeframes
5. Excellent written and verbal communication skills
6. Proven, well developed ability to liaise with and relate effectively to Councillors, Senior Management and other internal and external clients to meet specific objectives
7. Current Victorian Driver Licence

Desirable/Optional:

1. Experience working in Local Government

PHYSICAL REQUIREMENTS OF THE POSITION:

The physical requirements of the position are outlined below:

Task	Performed Frequently	Performed Sometimes	Never/Rarely Performed
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting (extended periods)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Briefly)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Extended)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Light) <10kg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Heavy) >10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling tasks (Light) <10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling tasks (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chopping/Digging tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending/Kneeling requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling grease/oils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust/dirt/hazardous materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to chemicals and/or detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stress - Difficult customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tight deadlines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to hot/cold temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AGREEMENT:

I accept and agree to the duties in this Position Description.

I understand that this Position Description is to be read in conjunction with Council's Enterprise Agreement and General Terms and Conditions of Employment, and I agree to abide by the terms and conditions of employment stipulated therein.

Name:

Signature:

Date: