



Principal Environmental Health Officer Application Pack November 2022

Celebrating our diversity





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Principal Environmental Health Officer – F220185

\$104,615 per annum (plus entitlements)

The Position

The Shire of Manjimup is seeking a highly efficient and effective individual to undertake the role of Principal Environmental Health Officer.

The role is responsible for the delivery of Environmental Health outcomes for the Shire of Manjimup. This includes ensuring the effective and efficient daily operations of the Environmental Health team to ensure legislation compliance, including:

- Develop and review Local Laws, policies and guidelines.
- Inspections, assessments and licensing under various statutory requirements.
- Ensure a high standard of professional advice is provided to the public on health matters.
- Oversee the operation of the water supply at Windy Harbour.

The Person

The Shire is looking for an enthusiastic and dedicated Environmental Health professional. To be successful in this role you will need:

- Bachelor of Science (Environmental Health) degree (or approved equivalent that is acceptable to the Chief Health Officer).
- Three (3) to five (5) years' experience in all matters relating to environmental health, with working knowledge of all relevant legislation.
- Developed written and verbal communication skills, including conflict resolution and the ability to provide technical advice to parties with a non-technical background.
- Demonstrated leadership experience and the ability to drive results.
- Developed knowledge of gathering of evidence and court procedures.
- Demonstrated experience in the preparation of management and Council reports.

NOTE: Assistance with securing rental accommodation may be available to the right applicant.

To Apply

Well what are you waiting for? Jump on to www.manjimup.wa.gov.au for all the information about the position and how to apply. You can also find information on the Shire of Manjimup and the benefits of the local community.

To get further information, including the position description, please contact Paula Orr, Human Resources Manager, by phone (08) 9771 7751 or email paula.orr@manjimup.wa.gov.au

Closing Date: 5.00pm Wednesday 30 November 2022

SHIRE OF MANJIMUP INFORMATION

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.



Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup (sourced from Shire of Manjimup)

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

<https://www.facebook.com/shireofmanjimup/videos/1807679652632922>

WORKING AT THE SHIRE

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

A comprehensive healthy lifestyle and wellbeing program <ul style="list-style-type: none"> • HIF and HBF private health discounts • Influenza vaccinations • Health seminars and exercise sessions • Executive health assessments • Employee assistance program 	Professional and Personal Development <ul style="list-style-type: none"> • Training and development • Study assistance • Study leave
Flexible Working Arrangements <ul style="list-style-type: none"> • Flexible working hours • Rostered day off • Hour bank 	Financial Reward <ul style="list-style-type: none"> • Superannuation up to 16% • Relocation expenses

Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.

ORGANISATIONAL VALUES

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

Professionalism	We provide competent and effective services and encourage innovation and excellence in our people.
Courtesy	We are polite, approachable and helpful in our dealings with all people.
Integrity	We are honest and trustworthy and make fair and transparent decisions.
Reliability	We deliver services in an efficient and consistent way and honour our commitments.
Proactivity	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

HOW TO APPLY

Preparing your Application

Applicants who demonstrate that they meet the requirements for the position, and from their written applications appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application.

For your application to be considered it **must** include the following information:

1. Covering letter comprising:

A short statement highlighting relevant experience and expertise that relates to the position.

2. Resume (curriculum vitae) comprising:

- Contact Details - Name, address, email and telephone number.
- Your education and training achievements.
- Your work history - including employment dates, details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

3. A separate statement addressing the selection criteria listed on page 13:

- This is the **most important** part of your application.
- Make sure that each criteria point is addressed separately and the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.
- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Only those applicants who best demonstrate they meet the competency requirements will be interviewed.

4. Referees

- The names and contact details of two referees who can comment on work experience that is relevant to this position.

5. Other Documents

- **Only copies** of supporting documents be enclosed with your application.

Applications

The closing date for applications is **5.00pm Wednesday 30 November 2022**

Applications should be sent, marked "Private & Confidential - CEO Manjimup" to:

info@manjimup.wa.gov.au

OR

Andrew Campbell – Chief Executive Officer
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment:

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Principal Environmental Health Officer

Directorate	Development and Regulation
Department	Environmental Health Services
Reports to	Director Development and Regulation
Direct Reports	Environmental Health Officer
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 9
Primary Location	Shire of Manjimup Administration Office

Vision, Mission & Values

Our Community Vision

- We are a thriving region offering an excellent quality of life that is safe, liveable and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

Our Mission

- The Shire of Manjimup is a professional, effective and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity and its sustainable future.

Our Values

- *Professionalism* – We provide competent and effective services and encourage innovation and excellence in our people.
- *Courtesy* – We are polite, approachable and helpful in our dealings with all people.
- *Integrity* – We are honest and trustworthy and make fair and transparent decisions.
- *Reliability* – We deliver services in an efficient and consistent way and honour our commitments.
- *Proactivity* – We actively identify solutions to community issues by being consultative and open-minded, and by showing bold leadership.

Position Benefits

Vehicle	Yes	Mobile	Yes
Laptop	No	Relocation expenses	Yes

Position Objectives

- To ensure the statutory obligations of Council are met in the responsibility area of Environmental Health.

Key Duties and Responsibilities

OPERATIONS

- Ensure the statutory administration of Environmental Health responsibilities of Council in regard to the Health Act, Environmental Protection Act, Caravan Parks and Camping Grounds Act, the Local Government Act and Council's Local Laws.
- Take responsibility for the daily operation of the Environmental Health section including direct supervision of an Environmental Health Officer.
- Supervise the Environmental Health occupational safety and health program in accordance with legislation and Council policy.
- Utilise problem solving techniques and analytical skills to resolve matters relevant to Environmental Health.
- Develop and review Local Laws, guidelines and policies on operational Environmental Health matters for consideration by Council.
- Implement Council Policy and guidelines where appropriate.
- Attend and present at meetings and public enquiries, and give advice accordingly as Council's representative. This may involve work outside of ordinary working hours.
- Represent Council in legal action in relation to areas of responsibility where necessary.
- Carry out regular assessments of food premises.
- Participate in food and water (recreational and potable) monitoring / sampling programs.
- Conduct assessments in accordance with statutory responsibilities including but not limited to:
 - Dwellings, Offensive Trade, Itinerant Vendors, Public Buildings, Caravan Parks, Pest control, Hairdressing, Asbestos, Public Events and Other Health Related Premises
- Coordinate the processing of applications for licences and registrations of health-related premises including but not limited to:
 - Holiday Accommodation, Lodging Houses, Waste Water Disposal, Public Buildings, Caravan Parks and Swimming Pools
- Oversee the supply of water to the Windy Harbour community as a Water Service Provider in accordance with statutory obligations.
- Subject to available resources, complete any other task or project as directed.
- Assist in the preparation of Council budgets for Environmental Health.
- Monitor the Environmental Health budget allocations in accordance with established Council policy.
- Effectively supervise the Environmental Health to ensure personnel development, continuity, achievement of goals and targets, and compliance with Council policies, procedures and conduct requirements.

REPORTING

- Investigate and report on communicable and notifiable diseases.
- Maintain accurate records and registers.
- Provide or coordinate effective and accurate (expert) advice to Council, general public, employees, commercial enterprises, and all tiers of government on matters related to Environmental Health.
- Attend formal Council meetings, other meetings of Council and other Council committees where required.

- Prepare and present reports to Council as required.
- Provide regular reports to the Director of Development and Regulation on Environmental Health related activities.

Responsibilities Common to Leaders

Creating and implementing our vision

- Creates and communicates a clear direction for the team to provide or support provision of safe and high quality work.
- Is specific about what needs to be achieved and how it should be done.
- Gains buy-in of team and motivates team to deliver.

Influencing to achieve results

- Interprets data accurately and shares it in a timely fashion.
- Develops skills and knowledge in self and others.
- Uses knowledge, skills and experience to provide insights and guidance.
- Looks for options and alternatives, creating opportunities to explore possibilities.

Adaptability to meet service needs (change facilitators)

- Identifies and communicates areas for improvements.
- Takes ownership for change messages, communicating them positively and authentically to others.
- Models a positive, can-do approach.
- Structures the team and resources in the most effective and efficient way.
- Tackles negative attitudes and behaviours, and creates a working environment which enables employees to raise issues and concerns openly, with a view to learning and improving practices.
- Effectively handles conflict situations, supporting a positive and constructive resolution.

Following through to achieve results

- Communicates and maintains professional and technical standards.
- Ensures activities are completed and delivers on requirements and timescales.
- Takes personal accountability to make decisions and overcome barriers.
- Ensures personal and team compliance including quality, health and safety standards.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations

- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Occupational Safety and Health

- Fulfil requirements of Council's Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Physical and Environmental Demands

- Office and site based; sitting, walking and bending. Some site work year round where walking on uneven ground, up and down embankments will be required.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

Exercise initiative and/or judgement according to procedures/guidelines within the bounds of understanding with the Director Development and Regulation. Operate within the parameters of Council's policies, procedures, relevant guidelines and delegated authority.

Skills, Knowledge, Experience and Qualifications

Skills

- Developed written communication skills, including the ability to write reports, business letters and related correspondence.
- Developed verbal communication skills including conflict resolution and public speaking skills.
- Strong customer service focus and a genuine desire to assist others.
- Developed ability to work in a timely manner to achieve outcomes.
- Developed data entry and keyboard skills.
- Demonstrated ability to work independently and as part of a team.
- Developed skills in the provision of technical advice to parties with a non-technical background.

Knowledge

- Working knowledge of the Health Act 1911, the Food Act 2008, the Environmental Protection Act 1986, Caravan Park & Camping Ground Act and the Local Government Act.
- Working knowledge of local government organisation structure and function.
- Developed knowledge of the Shire's physical characteristics and landforms.
- Developed knowledge of gathering of evidence and court procedures.

Experience

- Minimum 3-5 years' experience as an Environmental Health Officer.
- Previous experience gathering, recording and reporting information and data.
- Demonstrated experience in the preparation of management reports.
- Demonstrated experience in departmental financial management and budgeting.

- Proven experience conducting or participating in meetings.

Qualifications

- Bachelor of Science (Environmental Health) degree or approved equivalent that is acceptable under the Public Health Act 2016.
- Authorised Person and Inspector for community noise (under Sections 87 and 88 of the Environmental Protection Act 1986) (desirable).
- Current Construction Safety Awareness Certificate (desirable).
- Current "C" class drivers licence.
- National Police Clearance.

Selection Criteria

Essential

1. Bachelor of Science (Environmental Health) degree (or approved equivalent that is acceptable to the Chief Health Officer).
2. Three (3) to five (5) years' experience in all matters relating to environmental health, with working knowledge of all relevant legislation.
3. Developed written and verbal communication skills, including conflict resolution and the ability to provide technical advice to parties with a non-technical background.
4. Demonstrated leadership experience and the ability to drive results.
5. Developed knowledge of gathering of evidence and court procedures.
6. Demonstrated experience in the preparation of management and Council reports.

The successful applicant must hold a current "C" class drivers licence.