



POSITION DESCRIPTION

Principal Environmental Health Officer



POSITION	Principal Environmental Health Officer	DIVISION	Regulatory and Development Services
AWARD	Local Government Industry Award 2020	BAND	Contract up to 5 years

POSITION SUMMARY

- To provide a high standard of Environmental Health outcomes in the Shire of Gingin by developing and undertaking appropriate monitoring and education programs.
- Provide technical and scientific advice and the efficient application of the provisions of the Health & Food Acts, legislation, and policies.
- Positively influence the health status of the community in line with the Shire's strategic priorities.

Within Division

Ensure the achievement of the Shire's statutory obligations, and the effective strategic planning, development, and management of the Environmental Health business unit.

Within Organisation

- Provide Councillors, employees, the public, and other key stakeholders with appropriate and substantiated advice and decisions on matters related to environmental health.
- Promote and lead process improvement, provide technical and scientific guidance, and liaise with senior management to ensure long term objectives of the organisation can be achieved.

VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and Commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Focus Charter and in an efficient manner.

SELECTION CRITERIA – requirements of the position

Please outline your ability to meet the requirements marked as ESSENTIAL in the 3 tables below in a separate document as part of your application

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree or Postgraduate tertiary qualifications in Environmental Health accredited by Environmental Health Australia, or qualifications and experience that are substantially equivalent and appropriate to undertake the role of Environmental Health Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong understanding of local government legislative framework, in particular the application of the <i>Public Health Act 2016</i> , <i>Local Government Act 1995</i> , and the ability to interpret legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current National Police Clearance (under 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current "C" Class Driver's Licence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
Experience in the intra divisional functions of Environmental Health, Planning and Building Development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in reporting (written and oral) and knowledge of local government protocol and procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to align programs, projects and resources to be delivered in line with Departments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of and experience in corporate decision-making processes and developing corporate strategy in relation to the Department of Regulatory Development Services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrated knowledge of relevant Local Government legislative and statutory requirements and/or contemporary governance principles and standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to lead and manage staff effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
High level organisational and time management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level communication skills both verbal and written.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High level of initiative and lateral problem-solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly developed influencing and facilitation skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrated ability and skills in working autonomously and as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines and prioritise multiple projects and conflicting demands.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing reports and communication where the audience can range from Council through to community, key stakeholders, and delegated officers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Well-developed leadership skills in creating a vision and support for the ongoing development of staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

KEY DUTIES

As directed by the Executive Manager Regulatory and Development, the Principal Environmental Health Officer shall:

MONITORING / INVESTIGATIONS

- Ensure all requirements of the Public Health Act 2016, Regulations and Local Laws adopted by the Shire are complied with.
- Manage and implement strategies for controlling Stable Fly in consultation with DPIRD.
- Oversee waste collection and landfill management, and lead the current review of the landfill sites.
- Manage inspections of premises to ensure compliance with relevant legislation.
- Investigate general complaints from the public in relation to the provisions under the Health & Food Acts and other legislation.
- Manage the routine monitoring of food and water.
- Ensure all building plans, development applications, septic tanks applications, and premises fit outs are assessed and processed in accordance with all Regulations and Local Laws relating to public health.
- Liaise with the Department of Health WA, Department of Local Government and Communities and other relevant government departments regarding health matters likely to affect the Shire of Gingin.

SPECIAL PROJECTS

- Develop and implement programs/projects on environment health issues, including the Public Health Plan in accordance with the new Public Health Act 2016.
- Review and develop procedures for the introduction of new legislation and Public Health Planning as it occurs.
- Ensure community events are conducted in compliance with relevant legislation.
- Seek out new technologies-methodology and business models that may future proof the operations within the Department.

CUSTOMER SERVICE AND ADVICE

- Provide sound technical and scientific advice and information on Environmental and Public Health matters to members of Council, the community, and government departments.
- Provide excellence in customer service by way of showing empathy and dealing with issues promptly and effectively.
- Attend Council meetings, information sessions and forums as and when required, and represent Council on external committees, working groups and the like applicable to this service area.

PERFORMANCE IMPROVEMENT & ADDING VALUE

- Carry out all other duties as requested by the CEO and Executive Management Team which may be reasonably expected within the scope of the classification level.
- Apply learning and skill development to improving internal systems, processes and projects.
- Actively work towards the achievement of high standard outcomes and adhere to the Shire's policies and management practices as amended from time to time.
- Demonstrate commitment to the Shire's Customer Focus Program and TRACK.

TRAINING, EDUCATION AND PROMOTION

- Establish and undertake promotion and education programs relating to community health issues, and produce resource materials and publications relating to Environmental Health issues.

ADMINISTRATION

- Responsible for the daily operation of the Environmental Health Division, including direct supervision of an Environmental Health Technician.
- Develop and assist in the preparation of budgets.
- Document investigations and inspections, and compile comprehensive reports and agenda items where necessary, on monitoring programs and special projects.
- Maintain and administer the organisational procedures for processing applications, correspondence, and compiling statistics, and to maintain data banks and records.
- Prepare detailed reports relating to Environmental Health for consideration by Council and Executive Management Team.
- Implement Council resolutions and report to Council and Executive Management Team on progress of actions.
- Actively participate in the Local Emergency Management Committee (LEMC).

WORK HEALTH AND SAFETY

- Promptly report all workplace hazards and incidents/accidents to the supervisor.
- Operate plant, equipment, appropriate devices, and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Carry out all duties in accordance with the Shire's Work Health & Safety Policy and health instructions.
- Ensure appropriate safety clothing issued by the Shire is correctly worn, used, and maintained as applicable.
- Actively participate in the Shire's Work Health & Safety programs and ensure self and others' work in accordance with the Shire's Work Health & Safety Policy.

EXTENT OF AUTHORITY

Operates under general direction of the Executive Manager Regulatory and Development Services within established guidelines, procedures, and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

RESPONSIBLE TO:

- CHIEF EXECUTIVE OFFICER
- Executive Manager Regulatory & Development Services

NUMBER OF STAFF POSITIONS SUPERVISED DIRECTLY 1

NUMBER OF POSITIONS SUPERVISED INDIRECTLY 3

INTERNAL	EXTERNAL
Chief Executive Officer Executive Managers Other Employees Elected Members	Other Local Government Authorities Public Contractors

POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Signature: _____

Aaron Cook
CHIEF EXECUTIVE OFFICER

Date: _____

Employee’s Signature: _____

Date: _____

Employee’s Name: _____
(Block Letters)



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