



Position Description

Title	LHAAC Coordinator
Number in position	1
Responsible to	LHAAC Chair
Responsible for	LHAAC Trainee / Student (Casual)
Agreement	LHAAC Employment Agreement

About LHAAC

Local Health Authorities Analytical Committee (LHAAC) formulates and operates a sampling scheme for use by Local Governments. LHAAC, through the Coordinator, also engage in regular liaison with Local Governments, the Department of Health, the appointed analyst(s) and other stakeholders in the public health arena.

Position Objectives

Coordinate LHAAC projects, administrate general operational matters and partner with relevant stakeholders for the betterment of public health.

Requirements of the Job

Qualifications/Training/Experience

- **Essential:**
 - Possession of Current C Class Drivers Licence.
 - Possession of or ability to obtain a current National Police Certificate.
- **Desirable:**
 - Tertiary qualifications in the arena of science, commerce or ICT (Information and Communication Technology) are desirable but not required.

Knowledge

- Knowledge of Local Government and State Government Functions in relation to Environmental Health.
- Knowledge of the *Health (Miscellaneous Provisions) Act 1911*.
- Knowledge of the Food Act 2008 and subsidiary legislation.

- Basic understanding of the foundation of chemistry and/or microbiology would be considered highly, but is not essential.

Skills

- High level of written and verbal communication skills with the ability to relate to stakeholders. Ability to recognise and cater for social and cultural differences.
- Effective time management and organisational skills.
- Ability to provide clear advice and assistance to stakeholders.
- Developed problem solving and analytical skills.
- Highly developed interpersonal, negotiation skills.
- Demonstrated ability to work independently and as a part of a team.
- Demonstrated initiative and adaptability.
- Demonstrated ability to supervise and provide support and encouragement to a trainee / student.
- Well-developed computer literacy skills.

Extent of Authority

- Works under direction of the LHAAC Chair and the Committee Members, in consultation with Department of Health, WALGA (WA Local Government Association) and EHA (Environmental Health Australia) representatives.

Key Responsibility Areas

- **Financials** - Appropriately monitor and manage finances and annual budget. Coordinate the annual financial audit as required. Facilitate the determination of annual fees payable by Local Government Authorities.
- **Partnerships** – Maintain partnerships with contracted service providers, State and Local Government Partners (DoH Food Unit / WALGA).
- **Coordinated Sampling Projects (CSPs)** – Managing the implementations and reporting of CSPs.
- **Supervising** – Appropriately recruit, supervise and mentor a research student, in reviewing CSP data and preparing technical reports outlining findings.
- **LHAAC Chair** – Work with and assist LHAAC Chair as required.
- **Contractual** – Ensure all contracts are valid - extended or reviewed when required (e.g. if applicable - contract with labs, auditor, HR services, website services etc).
- **Website Maintenance** – Update the LHAAC website regularly with relevant information: including CSP results, LHAAC meeting minutes and newsletters.
- **Communication with Local Government** – Communicate with Local Government Environmental Health professionals as required (email alerts, newsletters, meetings, and engage with the EHA professional association).
- **Customer Service** – respond to stakeholder enquiries in a timely, professional and helpful manner.

- **Business Plan Projects** – Coordinate Business Plan Projects as required. This may include maintaining a communication strategy, researching current public health risks or other tasks as deemed appropriate.
- **Committee Management** – Organise regular Committee meetings (frequency determined by the committee). Work with WALGA and the Committee to endeavour to maintain a full committee membership as far as practicable.
- **Other Duties** - Undertake any other duties appropriate to the level and scope of this position, as directed.

General

- Comply with Workplace Health and Safety.
- Carry out duties in accordance with *Equal Opportunity Act 1984* and subsidiary legislation.
- Ensure that all sensitive and/or confidential information received, noticed, uncovered or created as an employee of LHAAC remains strictly confidential.
- Ensure that you do not willingly access or seek out sensitive or confidential information, or use information acquired throughout this appointment at LHAAC for any purpose other than to undertake the appointed duties.

	Name and Position		Signed
Present Occupant			
LHAAC Chair			
Supporting Committee Member			
Date Issued		Date Reviewed	

This Position Description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that LHAAC may require the employee to carry out any duties, which are within the employee's skill and competence.