

# Job Specification:

## Team Leader Environmental Health

### Your new role

Meander Valley Council is recruiting for a full-time Team Leader Environmental Health to lead our talented team of Environmental Health Officers to deliver a range of public and environmental health services and programs that aim to protect and promote health, prevent the incidence of infectious diseases and safeguard the environment, while ensuring administration and enforcement of statutory requirements.

This represents an outstanding career opportunity for an ambitious person interested in taking up a fast-paced, highly rewarding role. The position is offered on a full-time permanent basis and offers:

- Role autonomy whilst also working collaboratively within a team environment;
- An understanding of the importance of work/life balance and offers flexible work arrangement;
- A fun, enthusiastic and collaborative workplace; and
- Training, development and professional growth tailored to your personal career goals.

As Team Leader Environmental Health, you will work closely with the Director and senior leaders of the department to ensure a responsive, customer focused delivery of services across a broad range of areas.

This role is a member of Council's Middle Management Team (MMT) and with the support of MMT, will have the opportunity to further grow and develop as a leader. MMT has a supportive team culture valuing cross department collaboration and innovation.

### What you need to succeed

We seek a collaborative, positive and supportive mentor to lead our EHO team. You will live our organisational values and lead from the front, while demonstrating a commitment to your professional growth as a leader.

You will have a Bachelor of Applied Science (Environmental Health) or Advanced Diploma of Environmental Health or other such qualifications approved by the Director of Public Health sufficient to permits eligibility for membership to Environmental Health Australia (View [EHA Accredited Courses](#)).

You will enjoy working in a dynamic and fast-moving role and will have effective time management techniques to help you when your priorities shift, while remaining supportive and responsive to your team members.

You will be confident in using your highly tuned communication skills to navigate challenging situations when undertaking investigations into matters of non-compliance, while maintaining empathy and a focus on education.

## What we offer

This full-time position is based at Council's offices at Westbury, a short drive from the regional city of Launceston.

The remuneration package includes the following:

- Annual salary will be negotiated subject to applicant's qualification, skills and experience within a range of \$96,438 to \$109,545 under Council's Enterprise Agreement 2022;
- In accordance with Council's Enterprise Agreement 2022 salary increases are scheduled in July each year. A 4% increase will apply in July 2023 and an increase between 3.8% to 4% will apply in July 2024.
- Superannuation will be paid with an 3.5% above the amount required by the superannuation guarantee, currently 14%. This will increase to 15% by July 2024.
- Council pool vehicle for commuter use;
- Assistance with relocation expenses is available and will be determined with the successful candidate (if applicable).
- Flexible work location and hours (by negotiation);
- On occasion, there may be a requirement to work outside standard office hours of 8.30am to 5.00pm, with appropriate compensation provided in line with Council's Enterprise Agreement.

Other benefits include:

- A 19-day month, allowing for a rostered day off for full-time employees;
- Standard annual and personal leave entitlements, with payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- One hour per month health and wellbeing activity leave;
- Four hours per six month period volunteering activity leave;
- Paid parental leave of up to eight weeks after twelve months' service;
- Ongoing professional learning and development opportunities;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities & initiatives, and access to an Employee Assistance Program for staff and their immediate families;
- Genuine demonstrated commitment to flexible work arrangements;
- Reward and recognition of service milestones.
- Free on-site parking.

## Selection Criteria

**In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.**

1. An advanced diploma or degree level qualification in environmental health with a minimum of four years post graduate work experience.
2. Qualifications and experience sufficient to satisfy appointment as an Authorised Officer under the *Food Act 2003* and *Public Health Act 1997*.
3. Maintain continuing professional development standards as required by Environmental Health Australia.
4. High level experience in applying legislation in a regulated and compliance environment including conducting investigations and preparing briefs.
5. Experience in managing team and individual workloads and reporting against key performance indicators.
6. Demonstrated ability to manage personal and team resilience, to cope with pressure.
7. Exceptional written and verbal communication skills with an ability to maintain a high level of attention to detail and accuracy.
8. High level interpersonal skills including the capacity to advocate influence and negotiate.
9. Demonstrated proficiency in Microsoft Office software, and adaptable to new software and technology.
10. A current vehicle driver's licence, a current Employee Working with Vulnerable People (WWVP) registration and a current first aid certificate. It is a requirement of the role that these are maintained for the duration of the employment.

*In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements.*

## Learn more

If you have any questions please contact Krista Palfreyman, Director Development & Regulatory Services on (03) 6393 5322 or email [krista.palfreyman@mvc.tas.gov.au](mailto:krista.palfreyman@mvc.tas.gov.au)

## How to apply

To apply for the position, you will need to provide the following:

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing the key selection criteria (maximum of three (3) pages).

Applications should be forwarded to the attention of the Human Resources Officer, PO Box 102, Westbury, Tasmania, 7303 or [recruitment@mvc.tas.gov.au](mailto:recruitment@mvc.tas.gov.au)

Applications close **Friday 2 June 2023 at 9.00am**, however Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

## POSITION DESCRIPTION

### Team Leader Environmental Health

Classification Grade 8

Development & Regulatory Services Department

May 2022

#### POSITION CONTEXT

The Team Leader Environmental Health is part of the Development & Regulatory Services Department which is responsible for implementing statutory regulation for well-planned and supported communities, in particular property related statutory planning, building, plumbing permits, environmental health, 337 property certificate's, animal control, fire abatement and other hazards which arise under legislative provisions managed by Local Government. The Department also carries out specific projects for strategic land use planning and urban design. High quality customer service, both external and internal, and meeting regulated and organisational timelines is a focus. This Department has a close alignment with the Infrastructure Services Department which has responsibility for planning and delivery of built structures throughout Meander Valley i.e. roads, bridges, buildings, parks and playgrounds, for sustainable and strategic planning projects.

The Team Leader Environmental Health manages and works closely with the Environmental Health Officers to provide mentoring and guidance. The primary function is to ensure environmental health requirements are met under the following legislation: *Environmental Management and Pollution Control Act 1994, Public Health Act 1997, Litter Act 2007, Food Act 2003, Building Act 2016 and Local Government Act 1993*. The role also works with the town planners and designated permit authority roles to ensure all developments comply with relevant legislation.

#### ORGANISATIONAL RELATIONSHIPS

Reports to Director, Development & Regulatory Services.

Direct Reports: Environmental Health Officers

#### KEY CHALLENGES

- Mentoring and managing the team to ensure a productive, healthy and safe workplace culture.
- Ensuring timely responses to compliance matters, including adherence to regulated processes and timeframes.
- Managing personal and team resilience in a complex and demanding role.
- Maintaining current knowledge of all the facets of environmental health and relevant regulatory functions.
- Dealing with aggrieved parties as they relate to investigations and non-compliance.

## PRIMARY RESPONSIBILITIES

### *Operational:*

- Provide mentoring and guidance to officers in the team.
- Manage and support the prioritisation of team and individual workloads to achieve timely resolution of matters.
- Work with Director Development & Regulatory Services and others on improvements to policies, procedures and work practices.
- Research and provide advice on regulation, policy and case issues relating to environmental health matters.
- Maintain a customer focused team and manage achievement of customer service standards.
- Manage and coordinate the staff and school immunisation programs.
- Ensure Council undertakes monitoring of air, noise and water quality as required, review monitoring results and action follow-up accordingly, as per the *Environmental Management and Pollution Control Act 1994*. This includes managing internal and external sampling.
- Manage the inspection and registration of food premises, including mobile and temporary, ensuring compliance with legislation.
- Ensure that any known or suspected notifiable diseases are managed as required by the Department of Health.
- Inspect, register and licence premises in accordance with the *Public Health Act 1997*, ensuring compliance with legislation.
- Investigate and manage complaints relating to environmental health and other regulated circumstances.
- Provide education and advice to members of the public on environmental health and other regulated matters.
- Provide support and advice to Council and event organisers for major public events such as Agfest and ensure that these events are managed and undertaken in accordance with relevant legislation.
- Provide advice to Council's town planners in assessing applications with respect to environmental health matters i.e. level 1 activities, air and noise pollution matters.
- Provide advice to Council's Permit Authority in assessing on-site wastewater management applications.
- As required or directed, represent Council in formal and legal proceedings.

### *Leadership:*

- Set the tone and culture of the team and proactively seek opportunities to promote a safe, effective and rewarding team environment.
- Foster strong collaborative relationships across team and organisation boundaries and professional practice networks.
- Provide advice and respond to senior management and councillor enquiries within area of responsibility.
- Represent, advocate and facilitate briefing and decision making at Council Meetings and Council Workshops.
- Develop and monitor individual and team workplans which link to the operational and strategic plan to assess and manage individual or team performance.

- Promote staff feedback and development and support creative and innovative learning for staff whilst applying relevant policy.
- Ensure staff understand and are compliant with Council policy and procedures which impact on the performance of their role.
- Ensure compliance with contemporary human resource management standards; particularly as they relate to organisation policy, health and safety, performance improvement, unsatisfactory conduct, grievances, equal employment opportunity, bullying, harassment and discrimination and make recommendations to the Director for follow-up with the General Manager accordingly.
- Actively support Council in administering terms and conditions of employment as per the industrial instrument in place.
- As part of the broader Council team, mentor others and assist other areas during peak times.
- Represent Council at conferences, community gatherings, advisory groups and professional forums.

## **ALL STAFF RESPONSIBILITIES**

- Compliance with all Council policies and procedures that may be varied from time to time.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the Tasmanian *Local Government Act 1993*, the current Workplace Agreement and any other specific legislation or professional standard that relates to the role.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY**

Essential Skills, Knowledge and Experience:

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3. Maintain continuing professional development standards as required by Environmental Health Australia.
4. High level experience in applying legislation in a regulated and compliance environment including conducting investigations and preparing briefs.
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## **ATTACHMENTS**

1. Council's Values
2. Organisational Structure



Our seven values help guide our decisions and underpin all we do.

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Respect, listen and care for  
one another

Be trustworthy, honest  
and tolerant

Be positive and receptive  
to new ideas

Be innovative, creative  
and learn

Take a fair, balanced and  
long term approach

Use sound  
business practices

Work together

# Organisational Structure

