



## Position Description

<p><b>Position Title</b></p> <p><b>Position No.</b></p> <p><b>Division</b></p> <p><b>Section</b></p> <p><b>Reports to</b></p>	<p><b>Team Leader Environment and Regulatory Services</b></p> <p>9032</p> <p>People and Places</p> <p>Environment</p> <p>Director People and Places</p>
<p><b>Current Status</b></p> <p><b>Band/Level</b></p> <p><b>Grade</b></p> <p><b>Step</b></p>	<p>Permanent Full Time – 35 hours per week</p> <p>3/3</p> <p>18</p> <p>Entry Level to Step 4</p>
<p><b>Last Reviewed</b></p>	<p>July 2024</p>
<p><b>Conditions of Employment</b></p>	<p>The employee will work according to conditions provided under the <i>Local Government (State) Award</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> <li>* Council's Salary Administration System</li> <li>* Council's Code of Conduct</li> <li>* Equal Employment Opportunity</li> <li>* Equity &amp; Access to Training</li> <li>* Performance Appraisal</li> </ul>
<p><b>Work Health and Safety (WHS)</b></p>	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

## Position Summary

To coordinate programs and activities in relation to Environmental Health, environmental compliance, Regulatory Services, responsible companion animal ownership and the natural environment. The Team Leader Environment and Regulatory Services manages a team of Environmental Health Officers, Rangers, Natural Area Management Officer, Landcare Coordinator, Administration support and the Animal Shelter in order to achieve statutory timeframes and targets set by Council's Delivery Program and Operational Plan.

## Specific Duties and Responsibilities

- Coordinate the functions of the Environment and Regulatory Services team in order that the responsibilities of the team are in accordance with statutory requirements, Council Policies, Council's Delivery and Operation Program while ensuring the protection of the environment, public health and public safety.
- Provide coordination in initiatives or programs to maintain and improve the natural environment particularly as they relate to land under Council's care and control
- Complete inspections where required of retail food premises, industrial/commercial premises, development sites, regulated systems, underground petroleum storage systems, public swimming pools and spa pools, and skin penetration premises to ensure compliance with the relevant Acts and Regulations
- Ensure oversight of issues or approvals and audit compliance for on-site sewage management systems in accordance with legislation and Council Policies
- Ensure the provision of services for environmental water sampling and assessment of contaminated lands as required and the maintenance of registers for food premises and cooling towers and any other register as required by legislation applicable to the position.
- Ensure that appropriate Fine Notices, orders or prosecutions under relevant legislation are prepared, issued and pursued as appropriate.
- Manage the response to nuisance complaints concerning noise, odour, sewer, food, skin penetration, unhealthy premises, water pollution and land contamination, companion animals, straying livestock and local law enforcement
- Provide compliance functions in relation to Council's role as an Appropriate Regulatory Authority under the *Protection of the Environment Operations Act 1997*
- Provide Animal Control services and management of animal shelter facilities in accordance with the provisions of the *Companion Animals Act 1998* and applicable Council Policies or procedures
- Arrange and conduct any mediation required to negotiate an outcome on contentious notices or penalties
- Provide services for assessment and comment on referred Development Applications in relation to natural environment and environmental health issues
- Prepare Council Reports in accordance with the relevant deadlines for Council's Business Papers and attend Committee meetings of Council as required.
- Manage the Environment and Regulatory Services budget and resources in accordance with Council policies and procedures.
- Liaise with Council's solicitors in preparing court documentation including Statements, Court Attendance Notices, and Briefs of Evidence and give evidence in court when required.
- Mentor and contribute to the ongoing professional development of members of the Environment and Regulatory Services team and monitor the work of staff at

frequent, regular intervals, to identify issues early and contribute meaningfully to the resolution of those issues.

- Review fees and charges on annual basis in accordance with conscious pricing principles.
- Ensure that decisions are made using sound professional judgement and within delegated authorities and provide accurate, timely and professional advice to the Director People and Places and Executive Team.
- Maintain an accurate and up to date working knowledge of Environmental legislation, Council development control plans, policies and procedures.

## **Core Duties and Responsibilities**

Following is a list of select duties and responsibilities that are required in this position, as well as other positions within the organisation;

### **Operational**

- Ensure compliance with Council processes and procedures.
- Provide clear, concise and appropriate advice and recommendations in a timely manner.
- Conduct adequate and timely research in order to provide quality and accurate advice and responses.
- Overseeing works, proactive engagement with the community and liaising with a range of internal and external stakeholders.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous, both written and verbal, with responses to be clear, concise, and comprehensive, and properly reflect Council's policies and codes.
- Ensure transparency is inherent in undertaking duties and delivering projects.
- Flexibly respond to organisational requests for urgent work.
- Manage and maintain programs relative to the department.

### **Workplace health and Safety**

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers, and others in regard to safety.

### **People Leadership**

- Display Lithgow City Council's core value of leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours.
- Be aware of the well-being of the team.

- Follow Defined Ethical Guidelines from Council, including Code of Conduct Understanding of Code of Conduct and Public Interest Disclosures Act.
- Any potential conflicts of interest are reported immediately to the relevant Council officer.
- Support is given to other staff who may wish to report any potential conflicts of interest.

**Business Performance**

- Set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes.
- Contribute to the integration of core services across Council.
- Maintain a current working knowledge of relevant industry developments, legislation and practice.
- Identify appropriate training needs and participate in training and other professional development.
- undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

**Supervisory Responsibilities**

This position either directly or indirectly supervises the following positions:

- One (1) Environmental Health Officer
- One (1) Trainee Environmental Health Officer
- One (1) Senior Ranger (1) Full-time and one (1) Casual Ranger
- One (1) Full-time and one (1) Casual Animal Shelter Officer
- One (1) Natural Area Management Officer [One (1) Landcare Coordinator]
- One (1) Administration Assistant (Part time)

**Signatures**

I agree to the requirements of this Position Description.

\_\_\_\_\_  
Employee    Date

\_\_\_\_\_  
Supervisor    Date

\_\_\_\_\_  
Manager    Date

## **Selection Criteria**

### **Essential**

- Qualifications in Environmental Health, Environmental Science or equivalent
- Thorough understanding of relevant statutory requirements and legislation including but not limited to *Local Government Act 1993*, *Protection of the Environment Operations Act 1997*, *Food Act 2003*, *Public Health Act 2010*, *Companion Animals Act 1998*, *Public Spaces (Unattended Property) Act 2021*, *Environmental Planning and Assessment Act 1979* and associated Regulations.
- Experience in managing and implementing programs for all Environmental Health, Natural Resource Management, and Regulatory Services functions
- Experience in enforcement and compliance procedures investigating complaints
- Experience in supervising and leading a team of staff to achieve desired outcomes
- Well-developed oral and written communication skills, with demonstrated experience in communication of technical advice and policy issues at all levels to internal and external customers.
- Ability to provide innovative and practical solutions to resolve complex issues using research, analysis and evaluation of information
- Understanding of record management practices.
- Well-developed computer literacy skills including Microsoft Office, and Geographic Information Systems.
- Demonstrated commitment to the principals of honesty and integrity
- Demonstrated ability to comply with the WHS Act and Regulations, Safe Work NSW Codes of Practice, Australian Standards and Council's WHS Policies and Procedures.
- Class C Drivers Licence.

### **Desirable**

- Post graduate qualifications in Environmental Health, Environmental Science or equivalent.
- Experience in preparing briefs for solicitors, preparing affidavits and presenting evidence.
- Display high level negotiation and dispute resolution skills.