

Coordinator Environmental Health

Position Number	1187
Directorate	Communities & Place
Service Unit/Department	Environmental Health
Location	Civic Centre, Roberts Avenue, Horsham
Position Classification	Band 7
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Manager Community Services
Supervises	Environmental Health Officer

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or other forms of harassment

1. Position Objectives

The position is strategic, supervisory and operational and plays a key role in the co-ordination and delivery of environmental health services at the Horsham Rural City Council.

2. Key Responsibility Areas

- Manage all aspects of the HRCC environmental health service, in accordance with human resource, OH&S, legislative, statutory and relevant service authority standards including:
 - Administer legislative requirements of the Local Government Act 1989, Public Health and Wellbeing Act 2008, Food Act 1984, Environment Protection Act 2017, Tobacco Act 1987, Residential Tenancies Act 1997 and associated Regulations, codes of practice, Local Laws and other statutory requirements delegated by Council.
 - Processing, investigation and resolution of complaints and nuisances under the relevant legislation.
 - Management and implementation of Food Act 1984, Public Health Act 2008, Residential Tenancies Act 1997 and Environment Protection Act 1970 requirements.
 - Management of infectious disease control issues, investigation of food borne outbreaks and implementation of preventative action as required within the municipality.
 - Collection of evidence and initiation of enforcement actions and legal representation for offences against the relevant legislation, regulations, Codes of practice and local laws.
 - Management and implementation of Onsite Wastewater management services including review and implementation of the Domestic Wastewater Management Plan.
 - Develop and implement policy and procedures for Environmental Health Unit.
 - Provide professional advice on referrals from Building, Planning units and other Council business units as required.
 - Support for the Municipal Public Health and Wellbeing Plan process.
 - Development, implementation and delivery of relevant Environmental Health education initiatives.
 - Co-ordinate post impact assessment processes following an emergency event.
- With the support of the Manager Community Services develop relevant regulatory strategies, programs and projects linked to the environmental health functions of Council.
- Prioritise strategic, program and project elements and liaise with Environmental Health unit staff to manage implementation of relevant activities in accordance with all human resource, budgetary, OH&S, traffic management, environmental, legislative, statutory and relevant service authority standards. Provide guidance, advice and leadership in the co-ordination and execution of programs and activities.

- Meet regularly with Environmental Health Unit staff, receive feedback, monitor performance and consider reports on operations.
- Implement human resource processes for Environmental Health Unit staff, including annual reviews, training needs, discipline and performance issues.
- Liaise with the other Co-ordinators, relevant personnel, Council committee (OH&S, etc.) and groups to ensure efficient sharing of resources and other information, support and assistance.
- Represent the Environmental Health Unit in relevant internal and external meetings and promote the operations and activities of the Unit.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Ensure training for self to maintain awareness of current requirements and practices.
- Provide leadership through the promotion of safety.
- Provide appropriate supervision to employees.
- Provide information and instruction.
- Ensure appropriate training is provided.
- Encourage and support the reporting of incidents and hazards both in the Fleet unit and other departments.
- Ensure the provision of safe equipment.
- Ensure appropriate PPE is always worn.
- Ensure compliance with Safe Work Method Statements and procedures.

4. Accountability and extent of Authority, Judgement and Decision Making

- The Co-ordinator Environmental Health has authority to act within broad goals, policies, statues and subordinate legislation and to provide input into strategic plans and policy development of the business unit.
- Co-ordinator Environmental Health has authority and responsibility to:
 - Exercise all delegations, authorities, powers and duties of an Environmental Health Officer or Authorised Officer under the provisions of the Public Health and Wellbeing Act 2008, Food Act 1984, Environment Protection Act 1970, Tobacco Act 1987, Residential Tenancies Act 1997 and Local Government Act 1989 and associated regulations, Codes of Practise and other relevant legislations determined by Council.
 - Approve expenditure within delegated limits.

- Make decisions on all matters within the responsibility of the position provided these are within designated delegated authority, legislative requirements, established policy and or recognised standards.
- Responsible to the Manager Community Services for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply. Guidance and advice are usually available with regard to any matter.
- Freedom to act is governed by policies, objectives and budgets with professional and regulatory review. Decisions and actions taken may have a significant effect on clients, the programs or projects being managed or on the public perception of the wider organisation. Guidance is not always available within the organisation.
- In relation to policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work can have a significant effect on the policies which are developed.
- The nature of the work is often specialised and methods, procedures and processes are generally developed from theory or precedent. The application of these established techniques to new situations, and the need to recognise when these established techniques are not appropriate, will influence how problems are solved.

5. Skills and Knowledge

- A high level of proficiency in the application of environmental health-related legislation and regulation is required to enable this position to be efficiently undertaken.
- Well-developed ability to read, interpret and effectively apply relevant legislation and regulation.
- Ability to quickly acquire an understanding of long term HRCC environmental health goals, values and aspirations and of the legal and political context in which the HRCC operates.

6. Management and Administrative skills

- Strong organisational and time management skills, with the ability to effectively plan, prioritise, and manage personal workload and where applicable, that of team members to meet objectives and deadlines efficiently, even under competing demands and resource constraints.
- Understanding of personnel policies and practices and the ability to implement relevant aspects, including: awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions, employee development schemes and long-term staffing strategies.

- Highly proficient in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint), with the ability to create professional documents, spreadsheets, reports and presentations.
- Excellent administrative skills with the ability to produce effective written documentation, plans, reports, policies and strategies.

7. Interpersonal skills

- Highly developed oral and written communication skills, with the ability to convey complex information clearly and effectively to a range of audiences.
- Strong interpersonal skills and professional presentation, with the ability to engage courteously and effectively with members of the public, liaise with external organisations to resolve specialist issues, and collaborate across internal teams to address operational matters.
- Proven leadership and team management capabilities, including the ability to motivate, guide, and support staff development, foster a collaborative team environment, and resolve challenges in a constructive and solution-focused manner.

8. Qualifications and Experience (Selection Criteria)

- A degree in Environmental Health (or equivalent) and eligibility for appointment as an Environmental Health Officer under the Public Health and Wellbeing Act 2008 (Vic). <https://www.health.vic.gov.au/environmental-health/environmental-health-officer-qualifications>
- Strong understanding of relevant legislation including the Food Act 1984, Environment Protection Act 2017, and associated regulations and standards.
- Proven experience in leading, mentoring, and managing Environmental Health Officers or similar teams and ability to foster collaboration, manage performance, and build a positive team culture.
- Demonstrated experience in delivering core environmental health functions such as food safety, wastewater, public health risk assessments, and outbreak response.
- Ability to manage inspections, investigations, compliance, and reporting processes.
- Excellent verbal and written communication skills, with the ability to engage effectively with the community, businesses, and government stakeholders.
- Skilled in negotiation, conflict resolution, and customer service within a regulatory context.
- Strong organisational skills with the ability to manage competing priorities, lead projects, and deliver outcomes within set timeframes.
- Current driver's license.

9. Organisational Relationships

Reports to:	Manager Community Services
Supervises:	Environmental Health Officer/s
Internal Liaisons:	All staff
External Liaisons:	The public Government and semi government entities and referral organisations Utility providers Referral organisations Suppliers and Contractors

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Communities & Place)

Date:

Employee name:

Signature:

Date: