

Job Title & Position Number: Senior Environmental Health Officer (Ref: 70)

Level: 8

Line Manager: Coordinator Environmental Health & Waste

Direct Reports: Environmental Health Officers
Environmental Technical Health Officers

Location: Civic Centre

Date Reviewed: January 2017

1. Job Purpose

To implement and maintain various health programs and projects which ensure that a high standard of environmental and public health is attained in accordance with statutory obligations, the City's Environmental Health & Waste Team Plan and the City's Strategic Community Plan.

2. Organisational Context

The position of Senior Environmental Health Officer is part of the Land & Regulatory Services branch within the Development & Community Services Department. In total, 4 branches report to the Development & Community Services Director. Other branches include Community & Cultural Development, Libraries & Heritage Services and Urban & Regional Development.

3. Key Accountabilities

Organisational and Department

- Comprehensive ability to influence or establish the implementation and administration of the City's Environmental Health Team plan.
- Lead the review, monitoring and improvement of the department's policy and procedures.
- Provide all necessary support to the Coordinator of Environmental Health and Waste to assist them in carrying out their duties, including acting in the position when required.

- Provide training and ongoing operational support to members of the Environmental Health Team.
- Lead the review and implementation of the Environmental Health Business Plan.

Supervision

- Comprehensive ability to undertake all legislative inspections and supervise other environmental health officers and environmental health workers in accordance with fulfilling the objectives of the City's Environmental Health Team and City Plans.
- Supervise and provide leadership, task allocation management, prioritise and organise workloads to meet goals, objectives and timelines for subordinate staff and the objectives of the department. Set expectations and monitor delegated activities, through coaching and mentoring employees, provide feedback and support to encourage growth of subordinate staff.
- Provide expert advice to other members of the team and organisation and specialist support to a range of programs and activities.

Job specific

- Ensure that legislation applicable to the department is accurately interpreted and properly applied across the City by all staff members of the team.
- Undertake investigations and inspections to assess compliance with all relevant environmental health legislation and implement appropriate actions to ensure compliance.
- Maintain and coordinate day to day operational issues for a range of public health and regulatory functions in accordance with appropriate legislation in order to meet Council and regulatory obligations and ensure transparency in process.
- Maintain continued professional development skills through attendance at professional meetings and conferences.
- Liaise with other agencies to provide leadership on Environmental Health matters.

Other

- High level of interpersonal skills to resolve organisational issues and negotiate contracts, develop and motivate personal in the Environmental Health team.
- Contribute to the development and implementation of specialised environmental health projects including health promotion initiatives as required.
- Other responsibilities as reasonably directed within skills, training and experience.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliance with OH&S legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Person Specification

All criteria essential unless otherwise stated.

Qualifications and Experience

- Bachelor of Science (Health Safety and Environmental) or equivalent to enable appointment as Environmental Health Officer.
- Current “C” class drivers licence
- Additional industry specific certifications such as Food Auditing or Meat Inspector(desirable)
- Diploma in Leadership and Management
- Comprehensive experience as an environmental health officer, including supervising employees and staff development (3 years’ minimum desirable)

Knowledge and Skills

- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles.
- Sound knowledge of Environmental Health practices and procedures, programs, policies and activities and their effective application.
- Sound to Comprehensive level of research, statistical analysis, negotiation, problem solving, report writing, time management skills.
- Comprehensive leadership and interpersonal skills to motivate and influence people through a change process and influence regulatory compliance.
- Sound verbal and written skills for communication with internal staff, customers and the public (including report writing and public speaking).
- Sound ability to work effectively in a team environment.
- Sound negotiation and conflict resolution skills.

6. Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the City of Greater Geraldton and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:
