

POSITION DESCRIPTION



Position number	TBC	Directorate	Development
Position Title	Coordinator Environmental Health	Work Group	Health & Community Safety
Classification Band 7			
<p>This role is required to make judgements and decisions based on subject expertise, technical know-how and experience. Decisions made can have a broad impact. It is required to demonstrate a high level of problem-solving capacity and assess suitable options from a range of existing sources. For matters outside of existing policies or procedures it will be required to seek input from relevant manager. Freedom to act is governed by clear objectives and within delegations of authority for the role including budgetary and procurement limits. The role is responsible for completing their own work outcomes and supervision is minimal.</p>			
Reports To	Coordinator Health & Community Safety	Direct Reports	2
Location	Daylesford based but required to travel across locations within municipality.		
Tenure	Permanent	Date Approved	Dec 23

VALUES & INCLUSION

Hepburn Shire Council values and appreciates a diverse and inclusive workplace. All staff are to adhere to organisational values and respect diversity and inclusion in the workplace. Council has a zero tolerance for child abuse and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. Council staff must ensure that their behaviours and actions are consistent with these standards at all times.

PRIMARY OBJECTIVE

To lead the Environmental Health Team in the provision of an efficient service that is consistent with the teams’ policies and procedures, and in accordance with relevant legislation, in a prompt and customer focused manner.

HEALTH AND SAFETY/RISK MANAGEMENT

Staff are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies and workplace procedures at all times. Staff will also observe and comply with Council’s Risk Management Policy, program and the application of sound risk management practices within the workplace and the community.

KEY DUTIES AND RESPONSIBILITIES

1. Administer responsibilities under the Local Government Act 2020, Public Health and Wellbeing Act 2008, Food Act 1984, Environmental Protection Act 1970, Tobacco Act 1987, Residential Tenancies Act 1997, Summary Offences Act 1996 and other Acts, Regulations, Codes of Practice, and other statutory requirements delegated by Council.
2. Assist in the review and implementation of Council’s Environmental Health policies and plans.
3. Investigate, mediate and resolve complaints and nuisances within the meaning of the Public Health and Wellbeing Act 2008.
4. Prepare evidence, initiate enforcement action and represent Council in legal proceedings as required.
5. Determine the suitability of wastewater management systems proposed to be installed, issue permits where appropriate and advise on the suitability of proposed unsewered subdivisions.
6. Investigate outbreaks of infectious disease notifications in accordance with relevant protocols.

7. Maintain records necessary for the administration of the position.
8. Supervise a team of regulatory and specialist officers and provide direction in order to deliver high quality, consistent and cost efficient services.
9. Conduct performance reviews of all direct reports on regular basis to ensure the opportunity for regular feedback and plan a program for team building, peer support and professional development and training.
10. Oversee the development of direct reports through providing guidance, coaching, assistance and training.

SELECTION CRITERIA

Essential

1. Relevant experience as a qualified Environmental Health Officer, including eligibility to be a member of Environmental Health Professionals Australia
2. Sound knowledge and demonstrated experience in applying relevant legislation through environmental health programs, enforcement, and education.
3. Strong communication and interpersonal skills and the ability to establish and maintain positive internal and external relationships.
4. Experience in leading and managing a team and fostering a culture of continuous improvement and strong customer service.
5. Excellent written communication skills with the ability to prepare detailed written submissions, reports, project plans and correspondence.
6. Ability to manage time, set priorities and plan and organise work to achieve objectives within set timeframes despite conflicting pressures.
7. Ability to demonstrate and display the Hepburn Shire Council values - accountability, respect, excellence, trust and fun.
8. Current Victorian Driver Licence

Employee Acknowledgement

As occupant of the role, I have read and understood the duties, responsibilities and other requirements consistent with a Band 7 Employee and as outlined in this position description:

Name: _____
Signature: _____
Date: _____