

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Coordinator Environmental Health	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:		Classification Level:	7
Employment Location:	Bundaberg Service Centre	Position Status:	Full-time Permanent
Department:	Community and Environment	Document Last Reviewed:	29/11/2022
Branch:	Health and Regulatory Services	Job Dictionary:	
Accountable To:	Branch Manager Health and Regulatory Services		
Aim of Position:	<p>The purpose of this position is to:</p> <p>Provide specialist advice and assistance to the Manager in the areas of strategic environmental health, project management and business planning to ensure services provided by Branch are cost effective, meet legislative and community expectations and are delivered with a focus on excellent customer service.</p> <p>Provide high level operational and day to day management of Council's Environmental Health functions to ensure effective service provision.</p> <p>Implement investigation and inspection services in a manner that balances, education, positive negotiated outcomes and enforcement of local laws and State legislation for the protection, promotion and improvement of public health, amenity and safety for the community within the Bundaberg Region.</p> <p>Provide project management and local law review expertise to the Branch.</p>		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Provide day to day operational oversight to the Environmental Health Section by ensuring alignment with Council's Community Plan, Corporate Plan and Long-Term Financial Strategy.
2. Develop, review, report on and manage the budget for Environmental Health Services.
3. Review and report on Key Performance Indicators, as well as regulatory and non-regulatory functions of the Environmental Health Section.
4. Develop, review and implement key policies and procedures for the Environmental Health Section to ensure the effective implementation of environmental health risk assessment and behaviour change.

Incumbents Initials

5. Provide specialist advice to assist in the development of Branch policies, provision of briefings and to facilitate engagement with key external stakeholders and Council's elected representatives.
6. To advocate for environmental health best practice to achieve key corporate strategic objectives.
7. Undertake and implement a business plan in order to provide clear direction to Environmental Health Section staff and to ensure operations are adequately prepared for legislative changes or community expectations.
8. Lead the public health response during natural disasters and be involved in the recovery post disaster.
9. Oversee the effective operation of the Environmental Health and local law licensing functions and inspection/audit program, including the plain English review of all standard correspondence.
10. Oversee the effective implementation of the *Think Food Safe* and *Fix it at the Fence* programs.
11. Consult with the Manager for the provision of staff training and development to ensure team is as efficient and effective as possible, with appropriate training for specific role accountability.
12. Assist Manager in the preparation of the fees and charges component of the departmental budget.
13. Provide expert technical and policy advice to all Branch staff when and where required.
14. Provide mentoring and guidance to all professional and technical staff including the Senior Environmental Health Officer, Technical Officers, Illegal Dumping Officers and Environmental Health Officers.
15. Mentor, monitor and evaluate staff performance and take the necessary actions to develop and build an appropriate Branch culture, including staff training and development.
16. Undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required.
17. Relieve in the position of Manager during periods of leave as required.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Tertiary Qualification Bachelor of Applied Science – Environmental Health, Health Science or other relevant tertiary qualifications.
2. High level organisational, leadership and project management skills.
3. Demonstrated track record in achieving environmental health excellence and delivering innovation.
4. Demonstrated experience in building networks to ensure current thinking keeps pace with any innovations or new developments in environmental health practice and policy.
5. Previous management experience in the Environmental Health field, preferably in Local Government.
6. Excellent written and verbal communication skills, with demonstrated skills in report writing and policy development.
7. Current professional membership or eligibility for membership with Environmental Health Australia (Qld).
8. Ability to provide operational advice and direction to staff within the environmental health section and extensive knowledge of current legislation and regulatory regime applicable to this role.
9. Proven supervisory experience including the ability to effectively develop, inspire and motivate staff.
10. Demonstrated experience in managing conflict, making difficult decisions and managing staff through organisational and cultural change.
11. A current C class driver's licence.

Desired:

12. Demonstrated high level interpersonal and communication skills with particular emphasis in the areas of consultation, advocacy, mediation, education and negotiation.
13. Well-developed skills in development and delivery of environmental health service programs and sound knowledge of contemporary practices in environmental health risk assessment and behaviour change.
14. Ability to negotiate positive outcomes through fair, frank and respectful conversations.
15. Well-developed project management skills with the ability to develop, administer and manage complex projects and resources effectively.
16. Demonstrated knowledge of legislative, regulatory and government guidelines and requirements relevant to the role.

space

17. Proven performance in developing, monitoring and reporting on annual budgets, with the ability to identify budget shortfalls early and propose an effective response.
18. Extensive knowledge in or ability to rapidly acquire knowledge in the applications of Council work practices, policies, procedures and guidelines.
19. High level interpersonal skills with the ability to communicate both verbally and written with a variety of internal and external parties.
20. Demonstrated very high level ability to plan workload, achieve set goals and meet deadlines.
21. Demonstrated very high level of skills with computers and office related software.

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building Relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer Focus (mandatory)	Understands customer perspectives and works across boundaries: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders
Safety and Professionalism (mandatory)	Champions and models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies business management skill: <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-Organisational Thinking	Understands how their team's work aligns to Council's objectives: <ol style="list-style-type: none"> 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work

Leading People	Inspires individual and team commitment to achieve results: <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing People with a One Team Focus	Builds team capability: <ol style="list-style-type: none"> 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving People's Performance	Manages team performance: <ol style="list-style-type: none"> 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and works collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision Making	Displays rigour in advice: <ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supported by a clear rationale 2. Looks beyond the obvious and persists with analysis and solutions 3. Makes timely decisions
Making Improvements	Drives continuous improvement: <ol style="list-style-type: none"> 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing Change	Champions and implements change: <ol style="list-style-type: none"> 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
1. People Management	1. Oversee and manage the performance management process, including completing performance appraisals and managing unsatisfactory performance, for direct reports to drive and recognise high performance.

	<ol style="list-style-type: none"> 2. Manage the recruitment and selection process within area of responsibility. 3. Actively coach and develop direct reports, continuously assess training needs and monitoring completion of agreed training.
2. Workplace Health and Safety	<ol style="list-style-type: none"> 1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
3. Culture	<ol style="list-style-type: none"> 1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
4. Information Services and Technology	<ol style="list-style-type: none"> 1. Protect and manage Council's information assets in accordance with legislative, policy and process requirements. 2. Use Council's technology appropriately and with respect.
5. Disaster Management	<ol style="list-style-type: none"> 1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
6. Customer Service	<ol style="list-style-type: none"> 1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
7. Financial Accountability and Governance	<ol style="list-style-type: none"> 1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
8. Corporate record-keeping	<ol style="list-style-type: none"> 1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.
COVID-19	Staff are to be fully vaccinated and provide appropriate evidence; or provide evidence of a medical contraindication.