

Position Description

Team Leader

POSITION DETAILS

Position Title:	Team Leader Environmental Health	Position Grade	12
Unit/Group:	Health and Building / City Planning and Environment	Position Status / Hours per Week:	Full Time / 35

PRIMARY PURPOSE OF THE POSITION

Within the Health and Building Department and across its relevant accountabilities your primary purpose is to:

- Work with and assist the Senior Coordinator Environmental Health to coordinate the functions of the Environmental Health Team.
- Actively lead the day-to-day operations of the Team to ensure the effective and efficient delivery of environmental health services and maintain a high standard of environmental health.
- Allocate work and regularly monitor and report on inspection targets and investigation timeframes to ensure that individual and team goals are achieved.
- Continuously review operating procedures and practices to ensure compliance with relevant legislation, Council policies and industry best practice and recommend improvements where appropriate.
- Provide expert advice on environmental health matters to the public and Council staff.
- Contribute to business planning and policy development.

SELECTION CRITERIA

Education / Qualifications

- Undergraduate degree in environmental health or equivalent.
- Extensive experience in the field of environmental health.
- Class C drivers licence.

Experience/Specific skills

- Comprehensive knowledge of environmental health legislation including Local Government Act 1993, Public Health Act 2010, Food Act 2003, Protection of the Environment Operations Act 1997 and any associated regulations, standards or guidelines.
- Solid working knowledge of related legislation including Environmental Planning and Assessment Act 1979 and any associated regulations, standards or guidelines.
- Ability to carry out compliance inspections of food premises, hairdressers shops, beauty salons, skin penetration premises, public swimming pools and water-cooling systems.
- Ability to investigate complaints about public health risks, pollution incidents and noise problems.
- Ability to assess environmental health risks and take appropriate action, including the use of compliance and enforcement options to rectify issues.
- Ability to assess development application referrals for potential environmental health impacts.
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- Ability to research complex issues and use professional knowledge and judgement to solve problems.
- Ability to organise and prioritise work to achieve targets and deadlines.
- Ability to lead and motivate team members.
- Effective negotiation and conflict resolution skills.
- Highly effective written and oral communication skills.
- Strong customer service skills.
- Advanced computer skills including a working knowledge of Microsoft Office applications, HP TRIM/Content Manager, Merit, TechnologyOne or similar software programs.

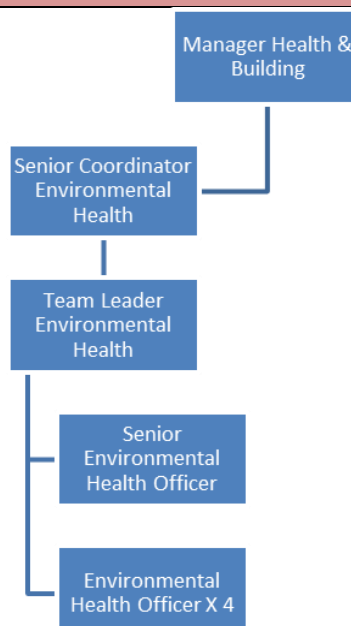
Personal Attributes

- Ability to be firm and impartial when making decisions
- Ability to deal with people in a tactful and courteous manner
- Ability to work under pressure
- Ability to use initiative and carry out tasks with minimal supervision
- Ability to work independently or as part of a team
- Willingness to share knowledge and experience with others
- Strong customer service focus
- Continuous improvement mind-set
- Problem solving approach

Desirable

- Experience in preparing briefs of evidence and giving evidence in Court.
- Post-graduate qualifications in management, team leadership or other field related to environmental health.
- Bi-lingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning and Environment Directorate of the organisation.

- Regulated premises service
- Unauthorised activity investigation service
- Building certification service
- Pollution regulation service
- Pest management public health regulatory service
- Regulate private noxious weeds service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	