



POSITION DESCRIPTION

TITLE : TEAM LEADER - ENVIRONMENTAL HEALTH

DIVISION : ENVIRONMENTAL & COMMUNITY MANAGEMENT

DEPARTMENT : COMPLIANCE & ENFORCEMENT

REPORTS TO : MANAGER COMPLIANCE & ENFORCEMENT

STAFF REPORTING TO : approx. 2

GRADE : 8A – 8E

DATE: : MAY 2015

1. PURPOSE

- 1.1 To coordinate a team of officers who conduct environment and health inspections to ensure compliance with relevant legislation, approvals, and policy.
- 1.2 To respond to complaints and inquires concerning environmental health matters by thoroughly investigating and resolving all matters in accordance with relevant Acts, Regulations, Policies, Procedures and Performance Standards.

2. OBJECTIVES/ KEY TASK & RESPONSIBILITIES

- 2.1 In consultation with the Manager of Compliance, plan, supervise, and regulate the workload of team members undertaking public health inspections, health control, pollution control and complaints.
- 2.2 Manage the performance of the team by monitoring service delivery targets and report status to Manager as necessary.
- 2.3 Mentor, train and develop team members, tracking and reporting their progress in acquiring skills and knowledge.
- 2.4 Maintain records and databases, monitoring systems, and complaint handling procedures for currency and accuracy.
- 2.5 Complete and undertake investigations in response to complaints, concerning:
 - Food Premises
 - Hairdressers/Barbers
 - Beauty Salons

- Skin Penetration Premises
- Brothels
- Mortuaries
- Boarding Houses
- Cooling Towers (Microbial control)
- Water Quality
- Environment & Health comments on Development Applications
- Assessment of acoustic reports
- Investigation of Environment & Health related matters

- 2.6 Review the content of all correspondence and reports prepared by the team to ensure that they are clear, concise, grammatically correct and satisfy the relevant legislative requirements.
- 2.7 Liase with other teams and Divisions to establish effective working relations.
- 2.8 Advise the Manager of key issues relating to team and Department performance.
- 2.9 Assist the Manager in the review and development of appropriate procedures and systems for the operation of the Environmental Health Team.
- 2.10 Supervise staff relations, undertake performance appraisals and recruit staff as may be required by the Manager.
- 2.11 Liase with the local community, government bodies and Council.
- 2.12 Attend Council, Committee or Community meetings as required by the Manager.
- 2.13 Provide expert advice to the Land and Environment Court and any other relevant Court.
- 2.14 Other duties assigned by the Manager.
- 2.15 Other duties as assigned by the Manager of Compliance.

3. PERFORMANCE CRITERIA

- 3.1 Service delivery agreements are established and targets are met.
- 3.2 Officers within the team are available for contact hours / duty when required.
- 3.3 Records and database are kept in compliance with Council standards.

PERSON SPECIFIC SELECTION CRITERIA

4. ESSENTIAL

- 4.1 Relevant tertiary qualifications which may include post-graduate study in environmental health, health and building or equivalent
- 4.2 Demonstrated high level understanding, experience and working knowledge of relevant legislation, regulations, codes, guidelines, regulations and standards associated with Food Premises, Hairdressers/Barbers, Beauty Salons, Skin Penetration Premises, Brothels, Mortuaries, Boarding Houses, Cooling Towers (Microbial control), Water Quality, Environment & Health comments on Development Applications, assessment of acoustic issues, land contamination and the natural and built environment. In particular:

- Food Act 2003
 - Public Health Act 2010
 - Contaminated Lands Management Act 1997
 - Local Government Act 1993
 - Protection of the Environment Operations Act 1997
- 4.3 Knowledge and understanding of the Self - Enforcing Infringement Notice Scheme (SEINS) systems.
 - 4.4 Demonstrated high level understanding, experience and working knowledge in following strict procedures in relation to investigations. Accessing premises, interviewing witness and offenders, evidence collection and recording, enforcement, appearance in Court (Local, District or NSW Land & Environment Courts) and liaison with legal representatives
 - 4.5 General computer literacy skills, including Microsoft Office and the ability to learn records management systems, property database management systems, and geographical information systems.
 - 4.6 Proven experience and skills to supervise, train and mentor staff members.
 - 4.7 Demonstrated communication and negotiation skills to handle conflict management and mediation of issues with various members of the public and other internal and external customers.
 - 4.8 Ability to read and interpret current relevant acts, regulations, policies and procedures.
 - 4.9 A demonstrated ability to draft letters, reports, promotional materials, and other documents that are logical, concise, grammatically correct and in plain English.
 - 4.10 Class C Driver's License
 - 4.11 Knowledge and understanding with a commitment to implement EEO, Ethical Practice & WH&S principles.

5. DESIRABLE

- 5.1 Qualified (or capable of acquiring) as a Food Safety Auditor
- 5.2 Experience working for local government.

POSITION DESCRIPTION ATTACHMENT

TEAM LEADER

WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks.

You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorised entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarise yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none">• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.	<ul style="list-style-type: none">• Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none">• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.	<ul style="list-style-type: none">• Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.• Analysis of accident/incident trends• Regular team meetings• Use of the hazard reporting process
<ul style="list-style-type: none">• Commitment to WH&S	<ul style="list-style-type: none">• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none">• Undertaking accident/incident investigations	<ul style="list-style-type: none">• Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none">• Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.	<ul style="list-style-type: none">• Regular meetings with WH&S rep
<ul style="list-style-type: none">• Improving health and safety performance	<ul style="list-style-type: none">• Initiating action based on audit, inspection results and feedback from staff

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions