



Position Description

Team Leader/Supervisor/Coordinator

Position Title	Health and Building Regulation Coordinator
Division	Development and Environment
Section	Environment and Regulatory Services
Reports to	Group Manager Environment and Regulatory Services
Grade	15
Direct Reports	Environmental Health Officers x 6 Team Leader Building Regulation
Indirect Reports	Swimming Pool Compliance Officer Building Surveyor - Compliance

Position purpose

This position is responsible for coordinating a team to regulate the health and safety of premises within the LGA, investigate pollution incidents and educate the community in relation to protection of public health and the environment.

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Coordinate and carry out assessments of developments and building certificate applications.
- Coordinate the team's Operational plan objectives including public health and safety inspection programs.
- Enforce compliance of legislation relevant to the role including issuing of orders and notices and Customer Requests.
- Assist with reporting of team's activities.
- Coordinate effective community education to achieve voluntary compliance.
- Issue Section 68 approvals under the Local Government Act.
- Develop, review and implement effective policies and procedures.
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I ensure that roles and responsibilities are clearly communicated• I actively listen to the concerns of my staff and customers• I keep my team members informed• I provide regular, valid and objective feedback in relation to individual performance
Accountability	<ul style="list-style-type: none">• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others• I ensure that the actions of myself and others are focused on achieving organisational outcomes• I take responsibility for the behaviour and performance of my staff members within the workplace• I deal with issues when they arise
Professionalism	<ul style="list-style-type: none">• I lead by example• I set clear objectives and goals for my team to achieve• I contribute to the change process and see change as an opportunity to improve performance• I ensure my team is working well together
Integrity	<ul style="list-style-type: none">• I maintain confidentiality• I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same• I am fair and consistent in my dealings• I am honest with my staff
Teamwork	<ul style="list-style-type: none">• I acknowledge the achievements of my team members• I encourage a positive working environment• I am engaged, enthusiastic and motivated• I mentor and coach my team



Document Endorsement

Date 23/9/2020

Group Manager

Environment and Regulatory Services

Date 23/9/2020

Director

Development and Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
