

POSITION DESCRIPTION

Position Title	Coordinator Environmental Health
Position No.	144
Position Status	Permanent Full-time
Business Unit	Municipal Services
Division	Development
Classification	Negotiable
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	September 2017
Approved By	General Manager Development

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Coordinator Environmental Health is directly responsible for coordinating and delivering a range of services to the organisation which includes:

- The provision of an effective and efficient Environmental Health service for the residents of the Wellington Shire, whilst achieving a high level of community/customer satisfaction and legislative compliance.

ORGANISATIONAL RELATIONSHIPS

Reports to	Manager Municipal Services
Supervises	Environmental Health Officers, Mosquito Monitor, Accredited Nurse Immunisers, Environmental Health Support Officers
Internal Liaisons	All Council staff
External Liaisons	Residents, other municipalities, Government Departments, Environmental Health Professionals Australia, other professional organisations

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Responsible for planning and executing environmental health programs as required by legislation.
- Authorised to direct and advise members of the community on matters pertaining to environmental health in accordance with legislation and Council policy.
- Accountable for mandatory reporting as required by legislation.

Judgement and Decision Making

- Ability to make decisions in the case of a health emergency.
- Ability to investigate, analyse and problem solve environmental health matters with regard to relevant Council policies and procedures, whilst keeping the Manager Municipal Services informed at all times.

Specialist Knowledge and Skills

- High level experience in the provision of community and school immunisations.
- Superior knowledge of wastewater treatment and disposal systems.
- Competent with the use of the Microsoft Suite of Products and relevant IT systems.
- Experience working with environmental health legislation and issues is mandatory.

Management Skills

- High level skills in leading, motivating, mentor and supervising team members.
- Excellent time management skills including the ability to set priorities and achieve goals within agreed timeframes.
- Ability to schedule and coordinate work programs across a range of activities.
- Capable of managing and reporting on the Environment Health budget.

Interpersonal Skills

- Highly developed interpersonal and communication skills.
- Advanced skills in listening, discussion, negotiation and problem solving with team members, customers and stakeholders
- High level ability to analyse changing situations and develop appropriate resources.



- Confident in gaining cooperation and assistance from clients, members of the public on matters pertaining to environmental health.

Qualifications and Experience

Undergraduate or post graduate qualifications/majors in public and/or environmental health enabling appointment as an Environment Health Officer

- High level experience in managing and motivating a team.
- Knowledge of issues relating to the Victorian local government sector in Australia.
- Excellence in customer service provision and development.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current drivers licence.
- Member of Environmental Health Professionals Australia desirable

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements and Corporate Performance Indicators (CPIs) are being met effectively and efficiently.
- Undertake formal performance appraisals twice per annum with all direct reports to identify and acknowledge both achievements and opportunities for improvement against CPIs and position requirements.
- Ensure all team members (and self) are aware of and adhere to, Council policies and OH&S requirements incl. task analyses (if applicable).
- Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.
- Communicate relevant matters via individual and/or team meetings.
- Undertake effective recruitment and training of staff.

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Monitor and adjust plans and resources as required to ensure all CPIs, service levels and other targets are continually met.
- Coordinate the implementation of improved efficiencies and/or effective team work practices as per Wellington Excellence to ensure continuous improvement.
- Review Team Systems View at least once per annum to ensure currency is maintained and that all team members have a shared understanding of team purpose and direction.
- Coordinate the annual review of all team processes and identify and implement opportunities for improvement.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered, community engagement processes are followed and that all CPIs and targets are met.
- Provide input into key business unit risks and mitigating actions and ensure that the risk management plan is up to date.
- Ensure that all team members, and self, maintain complete and accurate records of all work related activities including documentation and administration as per the WSC records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Ensure that team and individual staff activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
- Plan and provide input into team budgets on a monthly and annual basis.

- Report monthly on the progress and percentage completion of CPIs, team projects and other monthly highlights in the corporate planning and reporting system.
- Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
- Resolve any audit findings within agreed time frames.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Exercise all the delegated powers of Council under the provisions of the *Environment Protection Act 1970* and *Public Health and Wellbeing Act 2016*.
- Undertake investigations and mitigation actions in response to Infectious Disease control as per legislation.
- Coordinate regular inspections with Food Sampling as required under relevant legislation.
- Coordinate the complaints/issues raised in relation to nuisances and pest control as per legislation and in accordance with CPIs.
- Provide accurate advice in relation to legal matters including VCAT and other associated Acts, legislation.
- Coordinate Council support and advocacy for provision of reticulated sewer and water in small towns and implement the Domestic Wastewater Management Plan legislation and in accordance with CPIs.
- Ensure Council's arbovirus program is undertaken within council's guidelines and budget.
- Undertake food safety assessments as required under the relevant legislation.
- Undertake annual public swimming pool inspections within the municipality as required by legislation and in accordance with CPIs.
- Undertake critical and major non-compliance notifications as required by legislation.
- Undertake caravan park inspections within legislation, council policy and in accordance with CPIs.
- Coordinate the DWMP project in accordance with council policy in line with CPIs.
- Coordinate tobacco enforcement and activities within the legislative framework.
- Coordinate, report and record the immunisation program in accordance with the Department of Health & Council guidelines and relevant legislation for schools and clinics in accordance with CPI's.