



Position Description

Team Leader, Environmental Health

Council Strategic Vision

A sustainable, well serviced, safe and cohesive seaside community that enjoys an outstanding quality of life, welcomes visitors and values the City's distinctive history and open spaces.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

ARISE: Achievement, Respect, Innovation, Simplicity, Engagement



TITLE:	Team Leader, Environmental Health
LEVEL:	Level 6
POSITION OBJECTIVE:	
This position is responsible for leading and managing the Environmental Health team to consistently administer proper standards of public health and environmental health, and take adequate measures to ensure the protection of public health. In doing so, services delivered are to be customer focussed, equitable and accountable.	

1. REPORTING RELATIONSHIPS

- This position reports to the Manager Regulatory Services.
- Environmental Health Officers will report to the Team Leader Environmental Health

2. KEY PERFORMANCE INDICATORS

- Deliver Environmental Health functions and activities within agreed budget and parameters.
- Manage and administer Council immunisation clinics within agreed budget and parameters.
- Identify, develop and implement opportunities and strategies to improve environmental health services and standards.
- Lead the annual business planning process for the Environmental Health team, linked to identified Strategic Plan outcomes.
- Annual PDR process implemented with measurable goals and an effective personal development plan aligned to role requirements.
- Team feedback and achievements indicate that effective leadership is being applied in line with Council's identified leadership capabilities.
- Clear and measurable outcomes are set for each reporting staff member and they are held accountable for these.
- Clear evidence presented that WHS and other regulatory requirements have been implemented and on time.

3. POSITION DETAILS

PEOPLE & CULTURE

- Promote a positive and professional image of the Council in all dealings with ratepayers, local business and members of the public.
- Liaise with and provide expert advice to the public in relation to any matters pertaining to Public and Environmental Health.
- Develop strong, value-adding working relationships with key stakeholders.
- Pro-actively develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Participate in external groups, organizations and networks relating to environmental health.
- Present to and engage community groups regarding environmental health matters.
- Actively participate and maintain a customer focused culture.
- Demonstrate positive leadership capabilities which result in building relationships, empowering others, embracing challenges and delivering on promises.

- Ensure effective communication is undertaken to engage the needs of reporting staff, internal and external key stakeholders including volunteers.
- Foster, develop and deliver a customer centric culture, to empower team members to strive for customer satisfaction at all times.
- Manage, monitor and review compliance with WHS and Return to Work obligations as well as other regulatory, legislative and policy requirements.

SYSTEMS & PROCESSES

- Lead and manage the Environmental Health team to consistently administer / enforce relevant provisions of:
 - Food Act and Regulations
 - The Public and Environmental Health Act
 - Environment Protection Act
 - Local Government Act and Regulations
 - Expiation Offences Act and Regulations
 - Council By-Laws
 - Supported Residential Facilities Act and Regulations.
 - Litter and Nuisance Control Act
 - Any other relevant legislation
- Prepare reports for litigation and attend court when necessary.
- Ensure that all food that is sold within the Council area is fit for human consumption and that all food premises are maintained in a clean sanitary condition.
- Conduct inspections of all food premises to ensure compliance with the Food Act.
- Conduct inspections on premises in relation to any other relevant legislation.
- Maintain a register of all food premises detailing:
 - Date and time of inspection
 - A brief summary of conditions noted
 - Any action taken in relation to the premises.
- Prepare and issue Food Act directions in accordance with Council's delegated authority.
- Investigate and manage complaints relating to delegated legislation.
- Manage, administer and promote Council immunisation clinics.
- Regularly inspect businesses holding outdoor dining licenses issued by Council to ensure all conditions of licenses are complied with.
- Actively seek and suggest ways to improve work practices and outcomes.
- Prepare reports and business case submissions for the Manager Regulatory Services.
- Develop, implement, monitor and review relevant strategies, policies, procedures and practices.
- Proactively lead and influence organisational change based on Council's strategic and business plans.

QUALITY & COST

- Lead the annual business planning process for Environmental Health.
- Prepare and manage the budget for the Environmental Health team.
- Provide for consistency in the delivery of quality Environmental Health services.
- Keep informed on unsanitary conditions throughout the City of Holdfast Bay.
- Investigate and report on environmental health initiatives and opportunities to improve existing services or standards.
- Research opportunities, and develop business cases and new initiatives.
- Deliver quality outcomes on time and on-budget.
- Proactively undertake research and manage projects as required.

DEVELOPMENT

- Keep abreast of emerging environmental health trends, issues and developments to inform new initiatives for Council.
- Pro-actively participate in the Professional Development & Review (PDR) process and provide suggestions on how individual capabilities can be expanded as they relate to the role.
- Actively listen to the needs, concepts and ideas of peers, the community and customers.
- Ensure Professional Development & Reviews (PDR's) are completed on an annual basis for reporting staff which include meaningful and achievable goals.
- Facilitate personal and professional development of reporting staff.

4. PERSONAL CRITERIA

Qualifications

- A Degree in Environmental Health (or equivalent qualification) or an Associate Diploma in Environmental Health - **essential**
- Level 4 High Risk Food Safety Auditor - **desirable**
- Holds an unencumbered Australian drivers licence - **essential**

Experience & Knowledge

- Experience in resource management, mentoring and coaching individuals to deliver quality outcomes – **essential**
- Experience working in a regulatory services role - **essential**
- Knowledge and understanding of legislation, guidelines, regulations and standards relevant to the area of operation – **essential**. Including:
 - Food Act and Regulations
 - Public and Environment Health Act and Regulations
 - Local Government Act and Regulations
 - Supported Residential Facilities Act
 - Council By Laws
 - General Council policies
 - Litter and Nuisance Control Act
- Demonstrated experience in interpreting and applying legislation, guidelines, regulations and standards - **essential**
- Experience in conducting inspections and investigations, and reporting outcomes.
- Proficient in the use of Microsoft Office and experience in using corporate digital applications – **essential**
- Experience in developing and managing databases.
- Experience with managing a budget.
- Experience with the Technology 1 suite of applications – **desirable**

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.

- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**.
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions. Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment
- Ability to share information and expertise freely.

Leadership Capabilities – *Essential*

- **Accept Responsibility** – Take responsibility and deliver on our promises.
- **Relationship Driven** – Build positive relationships.
- **Innovate & Change** – Lead change and embrace new ideas.
- **Strategic Focussed** – Create and communicate a clear vision.
- **Empower Others** – Support people to be their best.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

6. SPECIAL CONDITIONS

- Some out of hours work may be required including attendance at official meetings after hours.
- A National Police Clearance is required to be undertaken by all employees appointed to prescribed positions, and will be renewed every three (3) years thereafter.

7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our Community.

- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. ACKNOWLEDGEMENT

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____