

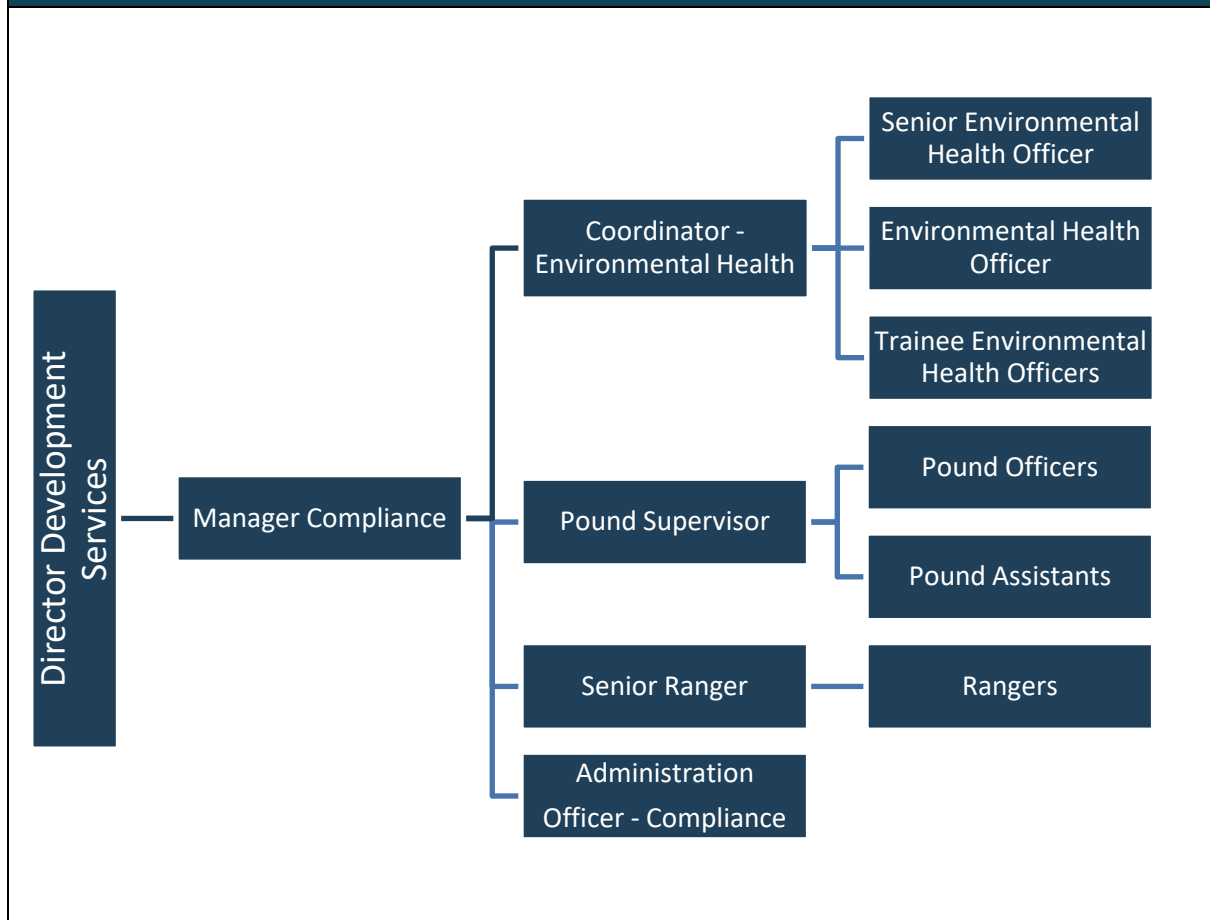
<b>Position Title:</b>	Coordinator – Environmental Health
<b>Position Number:</b>	3085
<b>Division:</b>	Development Services
<b>Section:</b>	Compliance
<b>Grade:</b>	12
<b>Delegations:</b>	As allocated in the Delegations Register
<b>Position FTE Hours:</b>	35

### Primary Purpose

Lead the Environmental Health Team in the provision of environmental health compliance programs to ensure regulated premises and activities consistently meet legislative requirements and provide advice on environmental health matters.

To be an essential part of the core area and provide efficient customer service by way of carrying out inspections and investigations, taking enforcement action as required, and responding to requests from internal and external customers.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Relevant degree qualifications in Environmental Health and/or related qualifications.
- Current Class C driver's licence

### Skills and Experience

- Extensive experience in a similar role.
- Demonstrated ability to coach and mentor team members.
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Experience in providing assessment of Development Applications and advice on associated environmental health issues.
- Excellent knowledge of relevant legislation including the following Acts and associated Regulations: Local Government Act 1993, Food Act 2003 and the ANZ Food Standards Code, Protection of the Environment Operations Act 1997, Public Health Act 2010, Public Spaces (unattended property) Act 2021, Environmental Planning and Assessment Act 1979 and relevant State Environmental Planning Policies.
- Proven effective negotiation, conflict resolution, problem solving and influencing skills.
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities.
- Well-developed computer literacy skills in the use of a variety of computer software packages.
- Demonstrated ability to model Council's key values and desired behaviours.

## Key Accountabilities/Duties

- Supervise, lead and mentor the Environmental Health team in order to undertake assigned works in a timely, efficient, and effective manner. This includes recruitment, providing general feedback and advice, managing staff concerns, conducting staff performance reviews, reviewing leave and training requests, and ensuring all timesheets and other relevant paperwork are completed in a timely manner.
- Perform all of the regulatory functions and duties of an authorised Environmental Health Officer.
- Provide timely and accurate assessment of development applications as referred, and recommend conditions that ensure environmental health issues, such as noise and contamination, are adequately controlled.
- Coordination and ongoing review of compliance programs for food premises, skin penetration premises, cooling water systems, public swimming pools, and other health related premises and activities.
- Plan and oversee Trainee EHO training activities, ensuring satisfactory progression through Training Program Workbooks and University study, and represent Council at external events associated with the Training Program.
- Make recommendations or approve under delegated authority given by Council for allocated applications or work tasks.

- Draft/issue correspondence or reports for allocated matters.
- Recommend legal action, as appropriate, and represent Council before Courts in allocated matters.
- Conduct regular inspections, assess and make recommendations for compliance related matters.
- Lead the Environmental Health response to pollution incidents and subsequent investigations.
- Assist the Manager Compliance in team strategic planning, budget reviews, and costings.
- Assist the Manager Compliance in the development and implementation of compliance policies and procedures.
- Conduct research, collate and coordinate relevant information.
- Maintain up-to-date knowledge of relevant legislation, codes, and guidelines and advise others on pending changes to those documents.
- Liaise, negotiate and give professional advice to clients and their consultants in a proactive and responsive manner.
- Review investigations and recommendations from other officers for enforcement action and approve as appropriate under delegated authority.
- Liaise with other members of the Department and across other areas of Council to ensure that issues are identified, matters are followed up and actions taken.
- Ensure that matters identified for action are followed up and finalised and that urgent matters are dealt with appropriately.
- Refer and provide feedback to customers on the progress of their requests or complaints.
- Develop and maintain a professional working relationship with stakeholders including relevant government departments and regional networks.
- Ensure compliance with legislation and Council Policy.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Manage Self - Coaches "Shares It"</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
Relationships	<b>Influence and Negotiate - Coaches "Shares it"</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts.</i> <ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>
Results	<b>Problem Solving - Coaches "Shares it"</b> <i>Think, analyse and consider the broader context to develop practical solutions.</i> <ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>• Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
	<b>Plan and Prioritise - Coaches "Shares it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>

Group	Capability
Technical	<b>Health, Safety and Environment - Leads "Masters it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>• Undertakes risk assessments at team to section level</li> <li>• Engages team members to check if safety protocol is effective</li> <li>• Recognises and encourages safety feedback / initiatives across teams, sites and business areas</li> <li>• Has system in place to ensure all appropriate safety measures are undertaken in team/section</li> <li>• Implement safety improvement initiatives</li> </ul>
	<b>Manage and Develop People - Demonstrates "Achieves it"</b> <i>Engage and motivate staff, develop capability and potential in others.</i> <ul style="list-style-type: none"> <li>• Clearly communicates roles and responsibilities in the team</li> <li>• Discusses and sets clear performance goals and standards</li> <li>• Gives regular feedback with the aim of improving performance and helping others learn and develop</li> <li>• Recognises development needs of individuals and identifies suitable learning opportunities</li> <li>• Recognises ongoing performance issues and works towards resolving them</li> </ul>

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others

- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

#### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	

*Human Resources Only: This position's ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay*