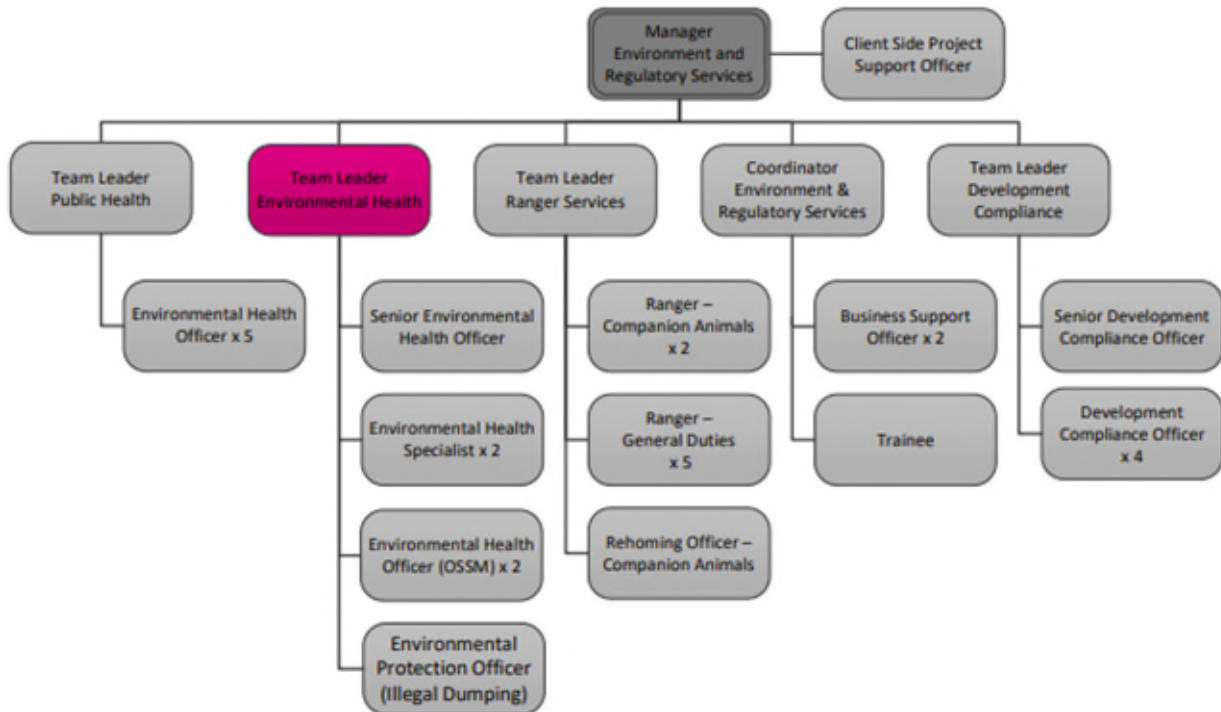


## POSITION DESCRIPTION

<b>Position Title</b>	Team Leader Environmental Health
<b>Position Number</b>	42164
<b>Division/Directorate</b>	Planning & Environment
<b>Branch</b>	Environment & Regulatory Services
<b>Grade</b>	19
<b>Band and Level</b>	Band 3 / Level 3
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Criminal record check</li> <li>• Drivers' licence</li> <li>• Attending a pre-employment medical</li> <li>• Participating in an on-call roster</li> <li>• Ability to undertake field duties</li> </ul>
<b>Physical and Environmental Demands</b>	<p>There is a requirement for physical, sensory, psychosocial and environmental demands.</p> <p>Refer to the TIA for further information.</p>
<b>Reports To</b>	Manager Environment & Regulatory Services
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	<p>Welcoming – Embracing our vibrant and diverse community</p> <p>Liveable – Strong and integrated connections between our people and our services</p> <p>Prosperous – Advancing local economic opportunities and job creation</p> <p>Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment</p> <p>Leading – A successful advocate for our people and places</p>
<b>Reporting Structure</b>	



**Position Purpose**

The Team Leader Environmental Health is responsible for leading and managing day-to-day operations of Councils Environment team to contribute to the protection of the environment.

**Key Result Areas**

- Inspire Direction** – Communicate Goals Priorities and Vision and recognise achievements.
- Develop Capability in Others** – Engage and motivate staff and develop capability and potential in others.
- Lead Change** – Support, promote and champion change, as well as assist others to engage with change.
- Customer Service** – Create a customer centric service environment and reward service excellence.
- Planning & Prioritise** – Plan to achieve priority outcomes and respond flexibly to changing circumstances.
- Deliver Results** – Achieve results through efficient use of resources and a commitment to quality outcomes.
- Display Resilience & Courage** – Be open and honest, prepared to express your views, and willing to accept and commit to change.
- Manage Self** – Show drive and motivation, a measured approach, and a commitment to learning.
- Value Diversity** – Show respect for diverse backgrounds, experiences, and perspectives.

**Key Duties & Responsibilities**

**Leadership**

- Display Councils Core value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours.

**Development Assessment**

- Coordinate the assessment of development applications, rezonings and the like for environmental and public health issues (eg wastewater, land contamination, noise, salinity, air quality/odour)
- Provide comment/conditions for assigned development applications, referrals, rezonings and the like
- Liaise with developers, consultants and the like

#### **Policy and Procedure**

- Ensure the relevant statute, council policies and procedures are uniformly implemented
- Participate at the senior level in the preparation and review of policies, guidelines and legislation
- Remain abreast of statute, policy and technical changes
- Maintain records in accordance within legal, branch and council procedures

#### **Environmental Health**

- Investigate and resolve assigned complaints
- Attend pollution incidents and provide pollution control advice
- Coordinate and supervise the On Site Sewage Management Program
- Coordinate and supervise the Illegal Dumping Program
- Coordinate and supervise the implementation of environmental monitoring programs
- Liaise with other councils, state government bodies and community groups as needed
- Coordinate and supervise the promotion of environmental health in the community
- Coordinate assistance to the Public Health team as needed

#### **Branch Activities**

- Keep the Manager informed of relevant matters, submitting reports and making recommendations
- Provide advice to customers
- Provide reports to management and Council
- Prepare information to meet Council's reporting requirements
- Provide input to Branch budgetary process
- Prepare budget bid sheets
- Represent Council in legal proceedings and mediation disputes
- Supervise Branch projects and policy review/formulation
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

#### **Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

#### **Corporate Core Values**

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment Safety and Customer Focus.

#### **WHS Responsibility**

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

#### **Risk Management Responsibilities**

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.

2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
  - o understand and adhere to the principles of Risk Management within their job role;
  - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - o provide input into various risk management activities;
  - o report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - o follow Council policies and procedures.

### Records & Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures and business rules.

### Essential Criteria

1. Tertiary qualifications in a relevant science, applied science or similar degree, with previous experience in a similar role
2. Experience in a leadership role with a demonstrated ability to lead by example and foster a collaborative and high-performance work environment
3. Experience in the assessment of complex reports for development applications, rezoning and planning instruments for environmental health impacts including air, noise, water, land and public health issues or similar transferrable skills
4. Ability to make sound judgements and interpretations based on analysis of information and complex situations
5. A thorough understanding in the application and administration of current Acts and associated Regulations as they relate to the environment and/or public health
6. Highly developed communication skills with demonstrated experience in conflict resolution and mediation

### Desirable Criteria

1. Local Government Experience
2. Experience in inspection and regulation of Regulated Premises

**Prepared By**

Manager Environment & Regulatory Services

**Date Prepared**

February 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Employee Name:**

**Employee Signature:**

**Date:**

