



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Environmental Health Team Leader		
Position Number:	161	Standard Position Hours:	35 Hours
Directorate:	Planning and Environment	Unit:	Environmental Health
Salary Grade:	12	Award Band and Level:	Band 3 Level 3
Position Reports to:	Health and Building Manager		
Staff Management:	7		
Budget Responsibility:	\$760450		
Date Created:	9 July 2014	Date Last Reviewed:	24 July 2014
Version:	1	Document Number:	DOC2014/030312

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment Directorate is responsible for providing services associated with development assessment, building certification, strategic planning and health and regulatory considerations.

The Health and Building Unit is primarily responsible for the compliance and education of Councils Health, Environment, Building and Ranger functions within the community.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 5.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

To provide for the leadership, management and co-ordination of a group of multi-disciplinary professional staff within the Environmental Health Team in order to assist in the delivery of Council's key objectives relating to Environmental Health services.

KEY ACCOUNTABILITIES

1. Supervise and lead a group of officers within the Environmental Health Team, demonstrating leadership and promoting a climate of positive change, trust and teamwork.
2. Manage the operations of the Environmental Health Team including;
 - Co-ordinate the Regulatory Premises program, legionella control, public swimming pools inspection program, on-site sewerage management program;
 - Co-ordinate Education programs;
 - Investigation of complaints relevant to environmental health issues;
 - State Government Authority liaison/joint inspections;
 - Industry group consultation/policy development (food/environment);
 - Environmental audits/assessments/standards;
 - Environmental management/pollution control;
 - Environmental improvement programmes;
 - Ensure correspondence is responded to in accordance with Council's service level standards using Council's Customer Request Management System;
 - Maintain accurate records using Council's Record Management System;
 - Review and manage the performance of the team; and
 - Ensure the effective and efficient allocation/coordination of personnel and resources to ensure the optimal service level delivery of the Environmental Health Team.
3. Provide specialist technical expertise and professional advice to team members and the Health and Building Manager on environmental health issues.
4. Assist with preparing and monitoring the budget for the environmental health team.
5. Ensure that all relevant Council forms, guides, policies, and procedures related to environmental health activities are current and demonstrate best-practice principles.
6. Attend Council, Committee and Public meetings and Court hearings as required which may involve out of normal working hours attendance.
7. Develop, implement and conduct community education programs on matters relevant to environmental health activities.
8. Prepare and present evidence on Council's behalf to the Local Court, Land and Environment Court or other Courts as required.
9. Keep up to date with industry and legislative developments relating to environmental health issues.
10. Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Tertiary qualifications in Applied Science or equivalent relevant qualification.



2. Demonstrated comprehensive knowledge and understanding of the Local Government Act 1993, the Food Act 2003, Public Health Act 2010, the Protection of the Environment Operations Act 1997 and the Plumbing & Drainage Act 2011.
3. Demonstrated experience in a supervisory position, with the ability and experience to provide supervision and technical support to team members.
4. Demonstrated highly developed written and verbal communications skills including report writing and public presentation skills.
5. Proven highly developed negotiation and conflict resolution skills with an open engagement style.
6. Demonstrated ability to prioritise workloads and meet deadlines.
7. Demonstrated ability to accept challenges and succeed in a rapidly changing environment.
8. Demonstrated solid experience in the use of Microsoft Office and other software/database programs relevant to the position such as Data Management systems and computer based Land Information Systems.
9. Current Class C driver's licence.

Highly Desirable

1. Post graduate qualifications in health and building surveying and/or management
2. Demonstrated experience in legal case presentation for court proceedings and appearing at court as an expert witness.
3. Previous training in mediation and experience in formal mediation processes.
4. Demonstrated sound working knowledge of the Environmental Planning and Assessment Act 1979.

SIGNATURE

Employee

Full Name:			
Signature:		Date:	

Director or Manager

Full Name:			
Signature:		Date:	