

Position Description

Position Title:	Coordinator Environmental Health and Event Approval
Classification:	Level 7
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Health, Emergency & Rangers
Location:	Administration Centre
Approved by:	Director Development Services

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To supervise and coordinate Environmental Health and Event Approval Services to deliver a high quality and efficient service to the Shire of Broome.

Position Key Responsibilities and Duties

Corporate / Organisational:

- To assist with the production of the directorate's strategic planning and budgeting processes as required.
- Establish sectional programs and procedures
- Develop projects, set project priorities, plan and organise own and teams work.
- Monitor workflow and generate monthly statistical reports on Environmental Health and Event Approval activities for distribution to the Manager Health, Emergency and Ranger services, Executive and Council.

Environmental Health and Event Approval

- To ensure the Shire regulates compliance with the provisions of the *Health (Miscellaneous Provisions) Act 1911*, *Public Health Act 2016*, *Food Act 2008*, *Environmental Protection Act 1986*, *Caravan Parks and Camping Grounds Act 1995*, *Local Government Act 1995* and where appropriate give advice on applicable associated legislation and other legislative requirements.
- Establish Environmental Health inspection and sampling programs. Ensure the programs are completed in accordance with statutory requirements and organisational time frames.
- Coordinate the Event Application and Approval process, inclusive of inspections for compliance and ensuring collaboration with other relevant Shire Officers and Departments
- Review and update the Event application process as required to ensure it is streamlined and user-friendly
- Establish and coordinate an event management internal officer team to assist with assessment and inspection of events
- Research and provide environmental health information for the Manager Health, Emergency and Ranger services and other officers of the Shire.
- Assist with the preparation of Council Policies and Reports.
- Provide comment, review, amend, update and communicate changes to legislation and local laws.
- Process and evaluate development applications and correspondence in accordance with the relevant legislation and Council's policies.
- Liaise with developers, landowners and consultants in providing advice on acceptable methods of achieving compliance and approval with environmental health legislation.
- Prepare written reports for agenda settlement. Implement resolutions of Council and report on progress of action taken.
- Attend to telephone, public counter and general enquiries and advise the public and developers on a wide range of environmental health matters.
- Provide evidence at Court as required.
- Conduct notifiable disease investigations and implement the Shire's disease prevention programs.

- Assist the Manager Health, Emergency and Rangers with periodic review of the Shire of Broome Environmental Health Emergency Sub Plan.

Customer Interface

- Coordinate daily functions of the Environmental Health and Event Approval team, to deliver exceptional internal and external customer service.
- Investigate environmental health related complaints for compliance with legislation and issue rectification notices as required.
- Maintain effective and co-operative communication with businesses, ratepayers and other stakeholders in accordance with Council policy.
- Provide information and advice on environmental health issues to the community and Council staff.
- Conduct promotional and educational programs for the Community on Environmental Health issues as required.

General Duties

- Process Trading Licences for assessment and ensure operation of traders is compliant with legislation and policy.
- Assess compliance with Environmental Health Legislation and Local Laws within the Shire of Broome and take appropriate action as necessary.
- Prepare reports and provide advice for Committee and Council meetings as required.
- Undertake Emergency Management duties as required from time to time.

Other duties as directed.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Reviews are completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and OSH Acts, regulations and code of practice.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not willfully place at risk the health or safety of any person in the workplace.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager.

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contribute to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake special projects within skill base and qualifications when required.
- Undertake corporate reporting as required.

Organisational Relationship/Context

Reports to: Manager Environmental Health, Emergency & Rangers

Supervises: 2 x Environmental Health Officers
Technical Officer - Pools

Internal Contacts: All Shire Staff

External Contacts: Councillors
Public/Ratepayers
Shire's Solicitors
Other Local Governments
Business and professional groups
Government agencies
Land developers

Performance Review: Probation period – first three months of employment
Performance Appraisals to be conducted annually

Key Selection Criteria

Essential:

- Highly developed written and verbal communication skills.
- Demonstrated interpersonal, negotiation and conflict resolution skills.
- Demonstrated knowledge of Environmental Health legislation, principles and practices.
- Well developed skills with significant time management skills.
- Demonstrated research and analytical skills with the ability to interpret and communicate health related issues, policies and procedures.
- A demonstrated understanding of the principles of equal opportunity, occupational health and safety and other relevant legislation, and the willingness and capacity to implement or work within the relevant plans, policies and programs.
- Experience working in a local government Environmental Health role.

Qualifications and/or Training:

- Bachelor of Science (Environmental Health) or other qualifications approved by the Chief Health Officer under section 18 of the *Public Health Act 2016*. Membership of or eligibility for membership of, a relevant professional body.
- Current unrestricted "C" class national driver's licence.
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable:

- Mosquito management training and/or experience.
- Experience in a regulatory function involving trading licences and mobile food vans will be highly regarded.