

# Position Description

<b>Position Title:</b>	Manager Environmental Health, Emergency & Rangers
<b>Classification:</b>	Negotiated
<b>Agreement:</b>	Common Law Contract
<b>Department:</b>	Development Services
<b>Location:</b>	Administration Office
<b>Date reviewed:</b>	October 2021
<b>Approved by:</b>	Director Development Services

## 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</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	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 effectively manage the Shire of Broome's Environmental Health, Event Approval, Emergency, Ranger, Beach Lifeguard and Security Services activities.

## **Position Key Responsibilities and Duties**

### **Corporate / Organisational**

- Develop, review and oversee the implementation of service plans for Environmental Health, Event Approval, Emergency, Beach Lifeguard and Ranger Services, including the programming of activities, special projects and budget allocations
- To develop and review policies and procedures
- To review and update or implement system improvements
- Ensure monthly reporting activities are provided to the Council and the Executive
- Oversee and report on financial and costing reporting as required as part of the budgetary process

### **Environmental Health and Event Approval**

- Provide professional Environmental Health and Event Application/Approval advice and assistance on health matters and maintain effective communication to other Council Divisions, Councillors, the public, developers, State Government Departments and consultants and effectively oversee Environmental Health Services generally
- Oversee the statutory requirements of the Health Act 1911, Food Act 2008, Caravan Parks and Camping Grounds Act 1995, and where applicable the Local Government Act 1995 and Environmental Protection Act 1986
- Manage, monitor and report on Environmental Health and Event Approval inspection programs/schedules and application processing timeframes
- Manage the preparation of the Environmental Health and Event Application reports for Council Agendas.
- Authorise correspondence to implement Council resolutions on Environmental Health and Event Application matters and other related general and statutory correspondence
- Manage the Shire's event application and approval process to provide for the safe, suitable and sustainable events within the Shire, whilst ensuring a strong customer service focus
- Coordinate, liaise and direct various Council appointed consultants with regard to Environmental Health matters within the Shire
- Oversee Environmental Health issues in Indigenous communities and liaise with service providers responsible for the operation of the Service Agreements within these communities
- Oversee the preparation of site inspection reports and briefing notes to the requirements of Council's legal advisers for use in legal action and other actions to achieve compliance
- Prepare formal notices for execution
- Attend and give evidence on Council's behalf relative to health matters at the State Administrative Tribunal or Court as required

## **Ranger Services**

- Provide professional advice and assistance on Ranger matters and maintain effective communication with other Council Divisions, Councillors, the public, developers, State Government Departments and consultants, and effectively oversee Ranger Services generally
- Foster a culture of customer service excellence with regards to Ranger Services
- Manage, monitor and report on Ranger inspection programs/schedules and application processing timeframes
- Liaise with other Shire departments and external agencies such as WA Police, Department of Fire and Emergency Services, Volunteer Fire Brigade, Department Biodiversity, Conservation and Attractions, SES and SAFE in matters relating to Ranger Services
- Oversee the development of educational material and press releases to ensure community members and visitors are informed regarding relevant policy and legislative requirements
- Attend to public enquires in relation to Law Enforcement and Compliance activities including infringement queries and complaints
- Liaise effectively with the relevant court, tribunal, legal counsel and government departments where appropriate

## **Emergency Management**

- Act in the capacity of the Executive Officer / Shire of Broome's Principal Responsible Officer on the Local Emergency Management Committee
- Provide administrative assistance to the Bush Fire Advisory Committee and the Local Emergency Management Committee
- Prepare reports and provide advise as required to the Bush Fire Advisory Committee and Local Emergency Management Committee
- Undertake Emergency Management duties as may be required from time to time

## **Beach Services**

- Manage the Beach Lifeguard Contract/ Service to ensure the seasonal supervision of the public within the defined Cable Beach swimming area and in accordance with standard operating procedures and the Shire of Broome Local Government Property and Places Local Law.
- Liaise with the Shire Rangers for timely response to regulatory matters on Cable Beach.

## **Security Services**

- Manage the Shire of Broome Security Contract/ Service to ensure security service expectations are met across the organization.

## **General Duties**

- Manage and administer licensing and permits as provided for in accordance with Council policy, Local Laws and delegations
- Oversee the processing and approval of Trading Licences
- Ensure efficient processing of enforcement actions and infringements pertaining to relevant legislation and Council Local Laws in accordance with delegated authority and make recommendations as necessary
- Prepare reports, provide advice and attend all committee and Council meetings as required
- Other duties as directed

## **Judgement and Decision Making:**

The incumbent is required to exercise judgment in evaluating and deciding on appropriate methods, procedures and practices for undertaking their duties and in reviewing and recommending improvements to these.

### **Specialist Skills and Knowledge:**

- A combination of experience, expertise and competency sufficient to perform the duties required in the role or comprehensive experience, expertise and competency in similar role sufficient to perform the duties required in the role
- Comprehensive knowledge of statutory requirements relevant to Environmental Health, Events Approval, Emergency and Ranger Management
- Advanced written and verbal communication skills

### **Management Skills:**

- Self-motivation and initiative which contributes to the development and delivery of improved property management and leasing procedures and services.
- Effective management of the property management function for the whole of the organisation.

### **Interpersonal skills:**

- Effective communication with all internal and external stakeholders
- Strong negotiation skills
- Ability to deal with and manage conflict and influence positive outcomes.
- Truth telling skills
- Ability to be a positive influence on the organisation
- Preparedness to be hands of if required
- Demonstrated energy and passion for service to a community

## **Organisational Responsibilities**

### **People and Culture Management**

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and People and Culture department.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice.
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices.
- 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 Supervisor.
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner

- Participate in incident investigations

### **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.

### **Budget:**

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Development Services.

### **Organisational**

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

## Organisational Relationship/Context

<b>Reports to:</b>	Director Development Services
<b>Supervises:</b>	Coordinator Environmental Health and Event Approvals Coordinator Community Safety and Rangers
<b>Internal Contacts</b>	Various Project & Implementation Groups
<b>External Contacts:</b>	Councillors General Community Business Owners Council's Solicitors Other Local Government Authorities Consultants Developers, Builders and Contractors Government Agencies
<b>Budget:</b>	The incumbent will have access to a legal budget in agreement with the Director Development Services
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually

## **Key Selection Criteria**

### **Essential:**

- Tertiary qualifications in Environmental Health or qualifications acceptable to the Department of Health Executive Director of Public Health
- Advanced and demonstrated experience in leading, managing and building team/s of people
- Highly developed knowledge of Environmental Health and interpreting Local Government legislation
- Developed negotiating, public relations, community engagement, conflict resolution and public education skills
- At least five years experience as a Manager in a related function

### **Qualifications and/or Training:**

- Current unrestricted 'C' class national driver's licence.

### **Desirable:**

- Proven experience in the development of organisational strategic, operational and financial management plans
- Demonstrated ability and success in developing and managing strategies to achieve best practice and positive cultural change
- Competency in 4WD operation
- Demonstrated time management skills