

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Environmental Health Compliance Team Leader (South-West) **DATE AUTHORISED:** 01/05/08

POSITION NO.: 6155

BRANCH: City Standards

STREAM: Customer & Community Services

AWARD STREAM: Community & Environmental Services **DATE REVIEWED:**

LEVEL: 6 01/05/08

POSITION OBJECTIVE:

The Environmental Health Compliance Team Leader position fulfils a professional role in Council and will be responsible for the timely management of environmental health compliance matters by a team of Environment Health Officers in a specified region of Logan City.

ORGANISATIONAL ENVIRONMENT:

Logan City Council is committed to developing Logan as “a City of opportunities for Families, Lifestyle and Business”. Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

OUR VALUES

Service Excellence

We will treat our customers and colleagues with respect and fairness.
We encourage fun, teamwork and loyalty.
We will pursue continuous improvement in our service delivery.

Trust and Integrity

We behave with integrity and professionalism at all times.
We are trusted to exercise initiative and value new ideas.

Achievement

We serve our community and our colleagues to the best of our ability.
We recognise effort, innovation and achievement.

Responsibility

We accept responsibility for our actions and behaviour consistent with these values.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Environment Health Compliance Coordinator
Internal Liaison: The Mayor and Councillors, Deputy CEO's, Managers, Coordinators and other professional, technical and operational staff
External Liaison: Members of the public, development industry representatives, consultants, community organisations, business, government and statutory authorities

CORPORATE RESPONSIBILITIES:

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

POSITION TITLE: ENVIRONMENTAL HEALTH COMPLIANCE TEAM LEADER

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

CORE RESPONSIBILITIES:

- Food Premises licences audits, customer requests, search services and temporary food applications;
 - Dangerous Goods Storage licence audits, customer requests, search services;
 - Personal Appearance Services licence audits, customer requests and search services;
 - Environmentally Relevant Activities licence audits, customer requests and search services;
 - Air Quality, Noise Emissions, customer requests and proactive audit programs;
 - Prescribed Activities licence audits, customer requests, search services as determined by the City Standards Manager;
 - Other activities and premises which require an environment health licence audit.
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POSITION-SPECIFIC KEY RESPONSIBILITIES:

In relation to the core responsibilities:

Supervise the allocation, progression and finalisation of audit and customer request cases for Environment Health Officers under the position's supervision ensuring in particular quality customer service is maintained and respective key performance indicators are aligned as per the requirements of the City Standards Branch business plan.

Develop, review and maintain an effective communications mechanism between all compliance programs of the Branch (Building & Development Compliance and Local Law Services) which ensures the timely provision of advice, information requests and conditions related to the resolution of integrated compliance cases and provision of integrated search services.

Supervise, assist and mentor the Environmental Health Officers under the position's supervision to ensure their effective interpretation and implementation of statutory instruments including State legislation, Local Laws and Logan City's IPA Planning Schemes.

Develop and manage an effective annual licence audit program for implementation by Environment Health Officers under the position's supervision.

Manage, including the development and implementation of, compliance plans, through a proactive and consultative approach, for cases that are deemed "significant" in terms of technical assessment and/or are collaborative compliance program issues.

Conduct field inspections, sampling and analysis, audits and compliance checks to the required standard to facilitate the assessment of compliance of relevant licenses premises/activities as well as for responding to customer requests on alleged breaches. Secure evidence, provide investigation reports and evidentiary statements and give evidence in Court for compliance actions.

Liaise and communicate with and provide quality environmental health compliance advice to members of the public, business community, community groups, landowners, external agencies and relevant internal staff.

Actively provide advice and assistance to the Environment Health Compliance Coordinator in the development and review of policy, guidelines, systems and procedures.

Prepare high-level correspondence, reports, briefing notes and related documents both independently and as part of multi-disciplinary teams.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

POSITION TITLE: ENVIRONMENTAL HEALTH COMPLIANCE TEAM LEADER

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:

- Participate in the Environmental Health Compliance on-call roster as required.
 - Administer "authorised person" powers under relevant local government Acts.
 - The incumbent of this position has been identified as a person working in an "at risk work location" or is an "at risk" worker. It is mandatory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, hepatitis A and B.)
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DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

The Environment Health Compliance Team Leader shall be accountable to the Environmental Health Compliance Coordinator in respect of the following matters:

- the effective and efficient utilisation of resources, physical and human, as allocated under the level of responsibility of this position;
 - the attainment of objectives as set for the position in a timely and efficient manner; and
 - the effective and efficient supervision of all the Core Responsibilities ascribed to this position.
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EXTENT OF AUTHORITY:

Manage complex development and licence assessment processes with a degree of autonomy by appropriate use of knowledge and responsibilities to establish and improve Council programs, through effective performance of the functions and Core and Position-Specific Key Responsibilities of the position in line with an agreed business plan.

SELECTION CRITERIA:

1. Possess a relevant tertiary qualification in the field of Environment Health that is accepted by the Australian Institute of Environment Health.
2. Demonstrated team leadership, supervision and mentoring skills including task allocation management, prioritising and organising workloads and meeting goals, objectives and timelines.
3. A detailed understanding of environmental health and environmental management related legislation.
4. Demonstrated high level of knowledge and experience in Environmental Health Compliance.
5. Demonstrated high level of oral and written communication skills, including the ability to:
 - a. Establish and maintain effective working relationships with a range of clients and stakeholder groups;
 - b. Negotiate outcomes and effectively represent Council's interests in dealing with external parties; and
 - c. Prepare and present clear, concise and accurate reports of a technical nature.
6. Demonstrated skills in researching, developing and implementing (including technical mentoring), with limited supervision, Environment Health Compliance Programs, including, business processes and operating procedures and providing specialist technical input to Council and Management.
7. Demonstrated ability to establish and maintain effective communication mechanisms to ensure the effective and timely delivery of program requests.
8. Experience and proficiency in the use of a range of computer applications, including Microsoft Office Suite, Microsoft Project, GIS mapping and database software.

REQUIREMENTS:

- In accordance with the provisions of relevant legislation, the incumbent is required to undertake and satisfactorily pass a 'powers of entry' test within the probationary period.
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as the Logan City Council organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.