

LOGAN CITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Environmental Health Compliance Program Leader **DATE AUTHORISED:**
POSITION NO.: 6156
STREAM: Community & Customer Services
BRANCH: City Standards
AWARD STREAM: Community and Environmental Services **DATE REVIEWED:**
LEVEL: Program Leader 13/06/09

POSITION OBJECTIVE:

Coordinate the activities of the Environmental Health Compliance unit.

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: City Standards Manager
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEOs, Managers, Line Supervisors and operational staff
External Liaison: Members of the public, 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 PROGRAM 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.

POSITION-SPECIFIC KEY RESPONSIBILITIES:

Coordinate personnel within the Environmental Health Licensing and Public Nuisance Control programs to ensure the effective delivery of programs, the development of a supportive team environment and team capability through training, mentoring and recognition of achievements.

Provide high level guidance and control over the implementation of Council's Environmental Health Licensing and Public Nuisance Control programs consistent with Council's Corporate Plan and Departmental strategic objectives and plans

Coordinate and lead the development of a community compliance strategy, based on voluntary compliance, in consultation with Council's respective Standing Committee, via the Manager, to ensure the direction of Council is maintained and communicated to the community.

Coordinate the development and implementation and continuous improvement of management systems/quality assurance/customer service processes to ensure all activities are dealt with fairly and consistently as well as in a timely and efficient manner.

Coordinate the continuous review, improvement and reporting of Council's Environmental Health Licensing and Public Nuisance Control programs utilizing performance indicators and monitoring systems to improve each policy, strategy, process and procedure set.

Provide expert operational and technical advice to personnel, the manager and Council.

Provide and coordinate the development of Council reports to the Manager and other written material to a high professional standard.

Identify in collaboration with the Manager and the Departmental management team, emerging Environmental Health Licensing and Public Nuisance issues and to provide effective customer service and program performance recommendations /solutions to respond to such through research and analysis.

Control and coordinate the development and implement of advocacy, consultation, communication and education on Environmental Health Licensing and Public Nuisance Control programs involving relevant internal and external stakeholders interest groups, state government and the general community.

Coordinate the effective use of activity based costing and assist the Manager in the economic analysis of program performance.

Represent senior Departmental management and Council on committees, task groups, public meeting and other official engagements and coordinate team involvement including the maintenance of internal reporting mechanisms.

Undertake any other duties within the level of responsibility and scope of the position as directed from time to time.

Mentoring and technical support for all Environmental Health Officers in the department.

Coordinating rotation strategies in consultation with all Environmental Health Officers and Managers.

Supporting assessment of Environmental Health application when required.

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

POSITION TITLE: ENVIRONMENTAL HEALTH COMPLIANCE PROGRAM LEADER

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:

- Administer "authorised person" powers under relevant local government Acts.
 - Participate in on-call roster as required.
 - The incumbent may be required to be rostered for after hours on-call duties.
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DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Councils Delegation of Authority Register

The Environmental Health Coordinator shall be accountable to the City Standards Manager in respect of the following matters:

- The outputs of subordinate staff
 - The conduct and discipline of subordinate staff
 - The effective utilisation of resources as allocated to this position
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EXTENT OF AUTHORITY:

Coordinate activities of the Environmental Health Compliance unit under limited direction of the City Standards Manager

SELECTION CRITERIA:

1. A Bachelor of Applied Science Degree (Environmental Health) or other degree qualifications appropriate for the position.
2. At least five (5) years experience in Local or State Government in legislative enforcement including environmental protection and environmental health.
3. Well developed computer literacy skills.
4. Experience in the development and maintenance of budgets.
5. Highly developed organisational supervisory and administrative skills including demonstrated ability to lead and manage the day to day operations of dynamic work teams.
6. Knowledge and understanding of the development and implementation of project plans.
7. Self-motivation and demonstrated ability to deal with other officers with tact, understanding and encouragement in performance of duties.
8. Strong oral and written communication skills including customer service skills and the ability to communicate and deal with people of all levels.

REQUIREMENTS:

- Possession of a current Queensland "C" Class Driver's License.
 - 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 Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.