

POSITION DESCRIPTION

Coordinator Public Health

Position number		1022
Directorate		Community Planning and Development
Service unit		Statutory Planning and Regulatory Services
Classification		Band 7 (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Manager Community Planning and Regulatory Services
	Directly supervises	Environmental Health Team, Senior Administration Officer Public Health & Safety
	Internal relationships	All Council staff
	External relationships	Relevant government departments including and agencies, relevant non-government and private organisations, residents, other councils, and stakeholders
Probation period		6 months (applies to all new employees)
Approved by (position title)		Executive Manager Community Planning and Development
Date		February 2024
Position purpose		This role coordinates Council's Environmental Health function and is responsible for the supervision of staff whilst ensuring the statutory functions under legislation are enforced to protect the community.

Key responsibilities and duties

Statutory compliance

- Ensure all statutory functions of an Environmental Health Officer under the Food Act 1984, Public Health & Wellbeing Act 2008, Environment Protection Act 2017, Tobacco Act 1997 and other legislated or general tasks which may be considered relevant to the position are conducted.
- Conduct prosecutions on behalf of Council where offenders fail to comply with the requirements of the various statutes and local laws pertaining to the municipality.
- Contribute to the annual food sampling program by taking samples within the municipal area.
- Ensure inspection records for all inspections conducted.

Investigation

- Ensure all complaints lodged are investigated pursuant to the Food Act and Public Health & Wellbeing Act against Council registered premises and report on all matters in the investigation process.
- Investigate all infectious disease outbreaks notified by the Department of Health in accordance with relevant guidelines.
- Conduct surveillance and sampling of water courses as required.
- Authorised to review appeals received and where appropriate, withdraw infringement notices or permits and other authorised legislative requirements in accordance with adopted policies procedure and guidelines.

Immunisation, health, and education

- Where applicable, consider for approval all applications for septic tank installations and undertake all tasks through to the installation completion.
- Contribute to the regular surveillance and sampling of public swimming pools and spas as required.
- Conduct tobacco education and enforcement visits in accordance with relevant service agreements and in response to any complaints received.
- Conduct community education programs to increase residents understanding of the role and functions of the Health Services Unit and to enhance the understanding of their obligations under the various statutes and local laws.
- Consult with appropriate Council Officers, public and other statutory authorities, as required, on public health and environmental health matters and prepare reports for the Manager.
- Ensure immunisation program is delivered in accordance with the requirements Department of Health.

General

- Participate in the preparation of documentation of legal briefs and attend legal proceedings and/or other forums, as required under the general guidance of your supervisor.
- To provide advice to Management and your team on future Environmental Health and investigations requirements.
- To effectively coordinate policy development and implementation in a manner consistent with Council's objectives and policies under the general guidance of your supervisor.
- Prepare reports to Council on the implementation of strategies and their outcomes.
- Ensure that the Service Unit provides best practice customer service.
- Maintain liaison with key sectors in health, Local and State Government and peak industry bodies and organisations.
- Assist in the implementation of the department's business plan and service plan.
- Investigate, analyse, and input and draft policy within the environmental health area under the guidance of your supervisor.
- Alert Manager on matters likely to impact on projects and activities of the Health Service Unit.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency, an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Ensure you understand and apply organisational risk management principles.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or during or due to the nature of employment with Moorabool Shire Council.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose, and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity. •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> The position holder's primary responsibility is to successfully manage Council's Health Services unit including supervision of staff and resources with the freedom to act governed by the goals and policies of Council and by statute and subordinate legislation with decisions made and/or actions undertaken may have a substantial effect on the community or sections of it.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> This position is problem solving in nature with the work being specialised with methods, procedures and processes developed from theory or precedent. The application of these established techniques to new situations requires appropriate judgement and decision-making skills with the need to recognise when these established techniques are not appropriate is required. Guidance is not always available within the organisation.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> Specialist skills and knowledge and proficiency in the application of a health services discipline in the search for solutions to new problems and opportunities is required. Analytical and investigative skills and expertise are required within the environmental health area and will be necessary to enable the formulation of policy options from within a broad organisation-wide framework. Knowledge of and familiarity of the principles and practices of budgeting and financial procedures will be required. The position holder will demonstrate an understanding of the long-term goals of Council and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
<p>Management skills</p>	<ul style="list-style-type: none"> Skills in managing time, setting priorities, and planning and organising one's own work and that of direct reports to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures is required. An understanding and an ability to implement organisational personnel policies and practices within the Health Services unit and contribute to the development and implementation of long-term staffing strategies is expected.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees. Ability to liaise with the role holder's counterparts in other organisations to discuss and resolve specialist problems and with other employees within Council to resolve internal problems.

Qualifications, skills, and experience

Qualifications

- Tertiary degree in environmental health, environmental science, public health or environmental management or diploma in a similar field with several years of subsequent relevant experience.

Skills and experience

- Experience in an environmental health related field and demonstrated court experience.
- Extensive knowledge and understanding of State and Local legislation.
- Substantial experience in the delivery of regulatory or legal services in local Government.
- Ability to supervise, motivate and develop staff.
- Demonstrated ability to deliver quality customer service outcomes with practical negotiation skills.
- Excellent written and oral skills with demonstrated experience in preparation of reports, policy and procedure documentation and the presentation of concepts, ideas, and recommendations.
- Ability to monitor recurrent and capital budgets in conjunction with your manager with a pro-active approach of reporting any issues.
- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.]

Licences and registrations

- A current Victorian Driver's Licence is required as travel within the boundaries of the Shire will be required where no public transport is available.
- A current Working with Children check (employment type) and shall be provided and maintained.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Close inspection work	✓			
Wearing safety shoes/boots (steel cap)			✓	
Driving vehicles	✓			
Using a keyboard	✓			
Handwriting	✓			
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite		✓		
Handling difficult customers offsite		✓		

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in conducting my role and I will always comply with the staff code of conduct.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.