

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Team Leader Environmental Health	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry (Stream A) Award
Position Number:	5385	Classification Level:	7
Employment Location:	Bundaberg Service Centre	Position Status:	Permanent Full-Time
Department:	Regional Growth and Development	Document Last Reviewed:	26/02/2025
Branch:	Compliance Services	Job Dictionary:	n/a.
Accountable To:	Manager Compliance Services		
Aim of Position:	The purpose of this position is to ensure the Environmental Health Team conducts inspections and audits of licensed premises as well as investigate complaints in an effective and efficient manner so as to maintain a high standard of environmental health services for the community and reduce potential public health risks within the region.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Accurately interpret legislation, guidelines and standards; and provide high level support and leadership to all Environmental Health team members to assist them in attaining organisational, directorate and branch goals.
- Project manage and deliver dedicated environmental health programs, including best practice innovations and behaviour change methods, to enhance the health and wellbeing of the community.
- Remain up to date with legislation in environmental health and demonstrate high level interpersonal, oral and written communication skills, with the ability to consult with all levels of internal/external customers.
- Ensure the vector control program operates effectively to reduce potential public health risks within the region and implement and update the BRC Vector Control Plan, and associated equipment as required.

- Investigate breaches of state legislation (enforced by local government) and local laws, using a range of methods including the use of scientific equipment, community mediation and negotiation skills.
- Allocate inspections of licensed premises and ensure they are conducted within required timeframes.
- Oversee the formal assessment of applications for approval or licence.
- Prepare accurate and professional correspondence.
- Undertake other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements – Qualifications and Experience:

Mandatory:

- Tertiary Qualification Bachelor of Applied Science – Environmental Health, Health Science or other relevant tertiary qualifications.
- At least five (5) years' experience as a practicing Environmental Health Officer.
- Current professional membership or eligibility for membership with Environmental Health Australia (Qld).
- Comprehensive knowledge of all relevant Acts, Regulations and Local Laws; and extensive experience in the investigation of environmental health or public health related matters; and ability to mentor staff and provide operational advice and direction to staff within the environmental health field.
- Demonstrated high level of conflict resolution including ability to negotiate outcomes in complex matters.
- Demonstrated high level experience in the planning and coordination of dedicated health programs, work practices, policies, procedures and guidelines.
- Demonstrated very high-level ability to plan workload, achieve set goals and meet deadlines.
- A current C class driver's licence.

Desired:

- Possession of a Pest Management Technician Licence and experience in vector control programs.
- Experience within a local government environment.

Organisational Capabilities: Team Leaders / Supervisors (Leading Others)

This position description is to be read in conjunction with the Bundaberg Regional Council Organisational Capability Framework, which identifies and defines the core capabilities essential for individual, team, and Organisational success. Responsibilities within this role include adhering to the capabilities and standards outlined in the Framework.

Organisational Accountabilities: Team Leaders / Supervisors (Leading Others)

This position description is to be read in conjunction with the Bundaberg Regional Council Organisational Accountabilities which identifies the expected standards of performance for all roles and levels in Council.

Position-Specific Conditions of Employment

This position may include specific requirements related to vaccinations, health monitoring, or workplace safety to ensure compliance with Council's operational and Work Health and Safety obligations.

Employees in this position may be required to:

- Be vaccinated against vaccine-preventable diseases relevant to their role.
- Undergo health monitoring as outlined in the Work Health and Safety Regulation 2011 (Division 6 and Schedule 14).
- Remain clean-shaven when using tight-fitting respiratory protective equipment.

For detailed and up-to-date information on the requirements applicable to this position, please refer to Council's Job Dictionary.

Employee Acknowledgement	
<p>I confirm that I have received, read, and understood the job description for my role. I understand my responsibilities and agree to perform them to the required standard.</p> <p>I acknowledge that this job description may be updated as required to reflect business needs.</p>	
Employee Name:	
Date:	
Signature:	