



Position Title:	Coordinator Environmental Health
Classification:	Level 8 (Stream A)
Department:	Community & Client Services
Program:	Health and Regulatory
Position Number:	HRS030

Position Objective

Working under broad direction, the Coordinator Environmental Health will coordinate the environmental health, vector control and pest management teams at Mackay Regional Council (MRC).

The position is responsible for leading teams to deliver environmental health services and to increase community awareness and compliance through the provision of professional advice, education initiatives, guidance, and the administration of legislation, policies, systems, and procedures.

This position will provide expert technical advice relating to environmental health.

Key Responsibilities

Leadership

1. Lead and manage all staff within the environmental health, vector control and pest management teams, ensuring the effective coordination and prioritisation of work activities and tasks that enable the achievement of service delivery goals.
2. Develop and manage the budget allocated to the environmental health function.
3. Provide input into strategic and operational processes, including but not limited to workforce planning, business cases, business and operational plans.
4. Develop and foster a team culture that focuses on delivering high quality outcomes, ensuring that business processes are regularly reviewed to enable the continuous improvement of products and services.
5. Provide an environment and culture that ensures workplace health and safety, industrial health and hygiene, psychological safety, and wellbeing, for all people within the workplace.

Technical

6. Provide expert technical advice relating to environmental health.
7. Develop, implement and manage operational policies, procedures and processes while ensuring compliance with relevant legislation and regulations.
8. Lead the team in investigating matters of non-compliance in line with relevant local laws, legislation and other regulatory guidelines.

Other

9. Other responsibilities as delegated by your immediate supervisor within the scope of this position.

WH&S Obligation and Responsibilities Statement

Attached to this position description is a WH&S Obligation and Responsibilities Statement that outlines the Workplace Health and Safety requirements of this position.

Position Capabilities:

Qualifications

Essential

- Qualification in a related field that enables membership to the Environmental Health Professionals Australia.
 1. Degree (preferred); or
 2. Diploma.
- Working with Children Blue Card.
- QLD “C” Class Drivers Licence or interstate equivalent. *Note: interstate licences must be transferred to QLD within three (3) months of commencement.*

Experience

Essential

- Experience in a similar position in environmental health management or a related industry.
- Experience in leading and managing teams.

Skills

Essential

- Proven skills in investigating complaints and identifying potential health and environmental risks.
- Strong judgment in applying legislative and regulatory frameworks to decision-making processes related to environmental health.
- Highly-developed ability to deal with difficult situations, clearly articulate issues, negotiate outcomes and resolve problems, with an attitude to take personal responsibility for promptly handling and resolving workplace tasks.
- Strong interpersonal skills, including the ability to build rapport and effective working relationships, teamed with the ability to communicate appropriately both verbally and in writing.
- Strong ability in report writing and business case development with the ability to clearly articulate issues and propose solutions.
- Strong ability to think critically, analyse data and provide recommendations.
- Strong ability towards continuous improvement including the ability to adapt to changing work environments and/or conditions while maintaining a positive attitude.
- Strong team management skills including the ability to lead and motivate staff to achieve agreed performance and service standards to meet deadlines and corporate goals.
- Demonstrated ability to prepare and monitor operational budgets, along with proven experience in the control of finances to ensure that financial resources are used effectively.

- Effective human resource management skills including supervision, motivation, performance management, conflict resolution and training of employees and contractors.
- Well-developed computer operation skills with the ability to use corporate systems and Microsoft Office products.
- Highly-developed time management skills including the ability to set team and individual operational priorities, schedule resources and organise work.

Knowledge

Essential

- Substantial knowledge of acts, regulations, local laws and policies administered by Health and Regulatory Services, particularly in public health, vector control, environmental protection and pest management.
- Substantial knowledge of public and environmental health.

Special Requirements

- Includes work within the Environmental Health On Call roster system.
- Some out of hours work and domestic travel is expected.

Organisational Relationships

Reports to:	Executive Manager Health and Regulatory Services
Supervision of:	Environmental Health Team Leader, Environmental Health Officers, Vector Control Team Leader, Vector Control Officers, Environmental Protection Officers, Pest Management Team Leader, Pest Management Officers, Administration Officers
Internal Liaison:	MRC Directors, Managers and employees.
External Liaison:	Customers, Ratepayers and the General Public Contractors and consultants Department of Environment and Heritage Protection Department of Agriculture, Fisheries and Forestry Queensland Health Industry groups Other relevant government departments and regulatory bodies as required

WH&S OBLIGATION AND RESPONSIBILITY STATEMENT – SUPERVISORS, MANAGERS, EXECUTIVE MANAGERS

All employees have a legal obligation to comply with statutory and *Mackay Regional Council* WH&S Management System, SafePlan, WH&S policies, procedures and work instructions. Managers and Supervisors are responsible and accountable to their Senior Manager for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WH&S Management System Plan and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of Key Performance Indicators (KPIs) that have been set by Senior Management.
4. Assisting with the development and implementation of departmental WH&S policies, procedures and work instructions.
5. Providing information relating to WH&S to employees through team meetings, Toolbox Talks or information sessions.
6. Conducting hazard inspection at all relevant workplaces in accordance with the 'Hazard Inspection Matrix'.
7. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assisting or participating in the carrying out of risk assessments on identified hazards.
8. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WHSA within the required timeframes.
9. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions.
10. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
11. Enforcing the wearing of all required personal protective equipment and ensuring that the equipment is worn correctly.
12. Ensuring a high standard of housekeeping is maintained within their area of control.
13. Ensuring that no hazardous substance is purchased, or used, without first carrying out a risk assessment and gaining approval from the relevant person.
14. Ensuring that all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
15. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
16. Attend WH&S Committee meetings as required.



Coordinator Environmental Health

Selection Criteria

Key Selection Criteria are used during the recruitment and selection process to assess the skills and experience of applicants in accordance with the competencies required of the role.

Criteria:	Weighting
Demonstrated experience in a similar position in environmental health management or a related industry.	30%
Demonstrated effective human resource management skills including supervision, motivation, performance management, conflict resolution and training of employees and contractors.	30%
Demonstrated strong judgment in applying legislative and regulatory frameworks to decision-making processes related to environmental health.	20%
Demonstrated proven skills in investigating complaints and identifying potential health and environmental risks.	15%
Demonstrated strong ability towards continuous improvement including the ability to adapt to changing work environments and/or conditions while maintaining a positive attitude.	15%
Qualification in a related field that enables membership to the Environmental Health Professionals Australia. 1. Degree (preferred); or 2. Diploma.	Essential
Working with Children Blue Card.	Essential
QLD "C" Class drivers licence or interstate equivalent.	Essential