



INFORMATION PACKAGE

POSITION VACANT

ENVIRONMENTAL HEALTH & COMPLIANCE COORDINATOR

REF NO: ESC440

CLOSING DATE: 4.30PM THURSDAY 6 MAY 2021

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Eurobodalla Shire Council
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MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Deb Lenson on 02 4474 1216.



Collaborative **Respectful** **Team Spirit** **Professional** **Open + Trusting**



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



Position Description

Environmental Health & Compliance Coordinator

Position Code	504
Division	Environmental Services
Location	Moruya Administration Offices
Band/Level	Professional/Specialist Band 3 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Lead a team that monitors, investigates and resolves regulatory matters in the areas of public and environment health, impacts of development on the environment and the built and social infrastructure and safety issues while achieving timely, high quality outcomes

Main duties and key result areas (KRA)

1. Coordinate the Public, Environmental Health & Compliance Team including team planning, submissions, grant and budget management, staff selection, training, monitoring of staff performance and work flows.
KRA: Team works cooperatively, strategically and safely to improve productivity and work outcomes. Staff receive on the job and formal professional development training with staff performance regularly monitored.
2. Respond to complex complaints and coordinate customer requests related to public environment health & safety and regulatory services.
KRA: Tasks are carried out in accordance with the adopted timeframes and complaints policy or as agreed with Manager.
3. Coordinate and oversee compliance matters including the issuing of Orders, Infringements and Notices in accordance with approved delegations and represent Council in complex court actions where required.
KRA: Orders and Notices, etc., are issued in accordance with relevant Acts, Regulations and policies, and within adopted or agreed timeframes. Legal opinions sought and cases conducted in accord with Manager's direction.
4. Develop and implement programs to ensure monitoring and compliance with standards is achieved. Includes: food inspections; swimming pools; skin penetration; on-site sewage management systems; underground petroleum storage systems; liquid trade waste; parking patrols; animal control; illegal dumping; built and development compliance and operations relevant to public and environmental health and safety.
KRA: Programs are implemented, and data is up to date and meets statutory and Council reporting requirements. Inspections and monitoring carried out and remedial actions implemented where non-compliance occurs.
5. Develop and coordinate public and environmental monitoring, programs, including licence-based monitoring, such as landfill and water and sewer operations and audit programs for Council operations ensuring statutory requirements are met. Maintain and develop relevant databases.
KRA: Programs are conducted in accordance with regulatory requirements and licences and within agreed timeframes. Databases maintained and meet Council and statutory reporting requirements.

6. Provide strategic guidance, technical advice and direction in policy within the public, environmental health & safety and regulatory service areas to Council staff, businesses, builders, developers, stakeholders and the community.
KRA: Advice given correctly interprets the requirements of the relevant Acts, Regulations, licences and policies. Develop and implement policies and codes of practice in consultation with Manager.
7. Report to Council, Committees and other meetings/forums as required.
KRA: Clear, concise and accurate reports prepared in accordance with Council standards and timeframes.
8. Conduct special assignments and assessments of the most complex matters requiring a comprehensive knowledge and extensive practical experience in public, environmental health & safety and development non-compliance matters.
KRA: Special assignments and assessments are carried out as required and within agreed timeframes.
9. Lead and participate in multi-disciplinary teams, committees and working groups with internal and external stakeholders to ensure integration of public health, environment, building and planning matters.
KRA: Active participation in relevant committees and groups is undertaken to ensure integration of Public and Environmental Health and Compliance Programs with Council and state agencies requirements.
10. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

Qualifications/Experience (Selection Criteria)

Essential

1. Tertiary degree qualifications in science, environmental health, or environmental law, (or equivalent).
2. Well-developed leadership and management skills (staff, financial, strategic, change, political).
3. Strong verbal and written communication skills including the ability to mediate and negotiate outcomes and to communicate at both general and technical levels with a wide variety of audiences.
4. Detailed knowledge of the relevant Acts and Regulations relevant to public and environmental health, ranger services, planning and built environment.

5. High level of demonstrated experience in undertaking compliance and enforcement activities in the areas of: environment health & safety, regulatory ranger services, planning, building, and development services.
6. Practical experience in developing and implementing inspection programs.
7. Experience in environmental monitoring and knowledge of field and laboratory testing procedures.
8. Computer literacy with specific expertise in MS office (Word, Excel, Access, PowerPoint).
9. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's work, health and safety (WHS) Policy and EEO and Diversity related policy and practices.

Desirable

1. NSW boat driver licence.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current Class C driver licence.

Mandatory licences required to obtain with Council assistance if not currently held

1. Workcover approved WHS Induction Construction Certificate (White Card) or willingness and ability to obtain.

On- Call: This position is required to participate in an on-call roster for out of hours and weekend work.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Deb Lenson – Divisional Manager Environmental Service
DATE: April 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Environmental Health & Compliance Coordinator
Reference Number:	ESC440
Grading:	Grade range 17 to 19 of Council's salary system
Salary Range:	In the range of \$93,354.21 to \$114,016.42 gross per annum comprised of: * \$85,254.99 to \$104,124.58 base salary, * \$8,099.22 to \$9,891.84 superannuation (calculated at 9.5%)
On call	This position is required to participate in an on-call roster for out of hours and weekend work. Appropriate allowances will be paid when on-call.
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position maybe subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.



Hours of Work: Full-time, 35 hours per week. Office hours are:

8.30am to 4.30pm

Monday – Friday

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location:

Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

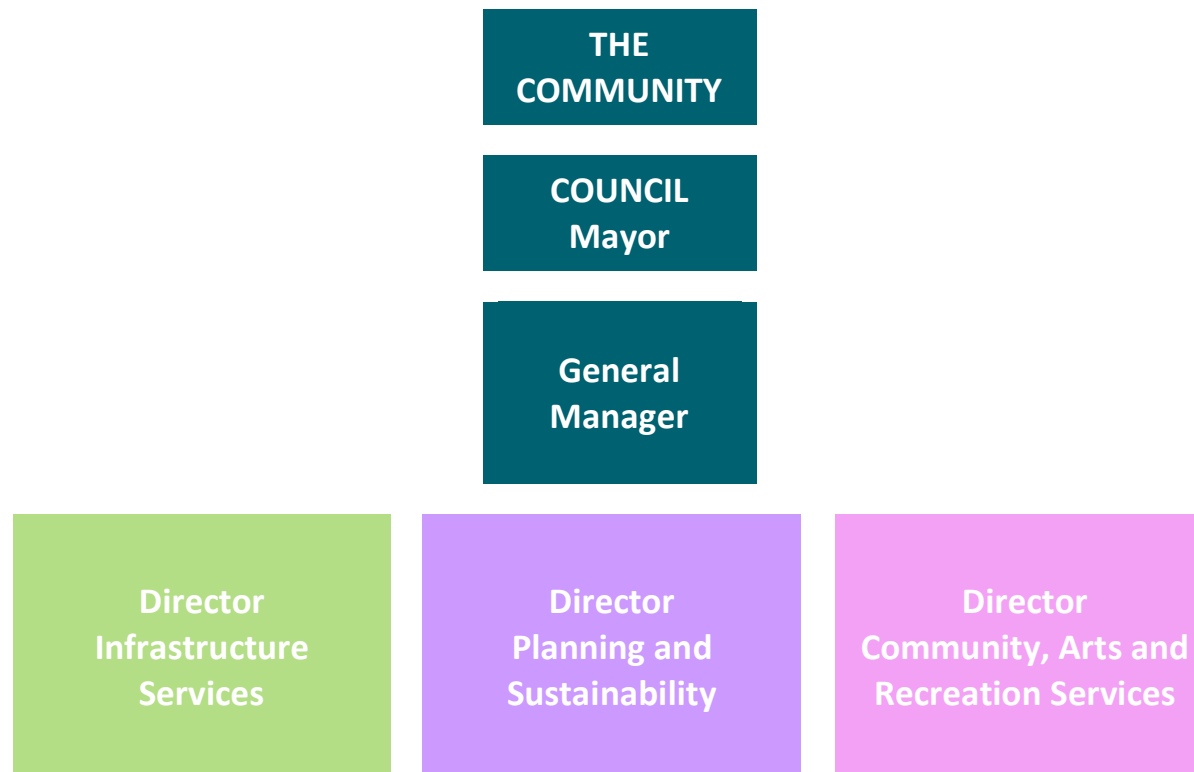
Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

