

# ENVIRONMENTAL HEALTH COORDINATOR

## POSITION DESCRIPTION



### Position Summary

The Environmental Health Coordinator will lead and coordinate Council's environmental health and immunisation services as well as developing and implementing various health related plans and strategies. This includes fulfilling the statutory obligations of Gannawarra Shire under relevant legislation.

### Position Details

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| <b>Title:</b>                  | Environmental Health Coordinator  |                         |  |
| <b>Classification:</b>         | Band 7  | <b>Position Number:</b> |  |
| <b>Category and status:</b>    | Permanent full time   |                         |  |
| <b>Reports to:</b>             | Manager Community Health  |                         |  |
| <b>Supervises:</b>             | Environmental Health secondments, student placements, Nurse Immunisers, Tobacco Test Purchase Assistant, seasonal Arbovirus Technical Officer and Immunisation & Community Health Officer.  |                         |  |
| <b>External relationships:</b> | Community groups, general public, government departments and authorities, local organisations, other municipalities, legal firms, Environmental Health Professionals Australia, other professional organisations and people, hospitals, emergency service personnel, builders/plumbers/contractors/consultants. |                         |  |
| <b>Date PD approved:</b>       | March 2024  |                         |  |

### Position Key Responsibilities

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| Environmental Health | <ul style="list-style-type: none"> <li>• Administer, supervise and enforce Acts of Parliament and Regulations including the following: <ul style="list-style-type: none"> <li>○ <i>Public Health and Wellbeing Act 2008;</i></li> <li>○ <i>Residential Tenancies Act 1997;</i></li> <li>○ <i>Food Act 1984;</i></li> <li>○ <i>Tobacco Act 1987;</i></li> <li>○ <i>Relevant sections of the Local Government Act 1989;</i></li> <li>○ <i>Environment Protection Act 2017;</i></li> <li>○ <i>Summary Offences Act 1966;</i></li> <li>○ Duties imposed by the Council's Local Laws or by direction of the Department of Health; and</li> <li>○ Other Acts or Regulations, capable of being administered by an Environmental Health Officer.</li> </ul> </li> <li>• Develop an Annual Work Plan to ensure that all statutory requirements are met and all reporting requirements are met within required timeframes.</li> <li>• Ensure that all routine inspections of registered premises including Food, Health, Accommodation and Caravan Parks, are conducted and any follow up action occurs.</li> <li>• Oversee Statutory Food Sampling.</li> <li>• Oversee Tobacco Activity Service Agreement and Tobacco Test Purchasing.</li> <li>• Oversee the testing of swimming pool water quality seasonally and ensure compliance of public swimming pool operators.</li> <li>• Oversee and implement the Gannawarra Shire Onsite Wastewater Management Plan.</li> <li>• Investigate and resolve complaints.</li> <li>• Ensure the routine emptying of public Sharps containers occurs across the municipality.</li> </ul> |
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|                               | <ul style="list-style-type: none"> <li>• Develop risk assessment and risk management plans relevant to environmental health functions.</li> <li>• Carry out all other duties relevant to an Environmental Health Officer as required.</li> </ul>   |
| Immunisations                 | <ul style="list-style-type: none"> <li>• Coordinate the provision and maintenance of effective immunisation services across the Gannawarra Shire, including maintaining statutory health records, conducting monthly public immunisation sessions, secondary school immunisation programs and annual influenza immunisation programs, as well as outreach programs to small communities.</li> <li>• Provide education sessions on immunisations as part of Council's Maternal and Child Health New Parent Groups, and other community based education as required.</li> <li>• Ensure all immunisation reporting requirements are met within required timelines.</li> <li>• Ensure the maintenance of Council's vaccine fridge and that the cold chain for vaccine storage and transport is maintained.</li> <li>• Ensure that Sharps are stored, transported and disposed of as required.</li> <li>• Oversee the ordering of vaccine stock, safe delivery and transport.</li> <li>• Develop risk assessments and risk management plans relevant to Council's immunisation service.</li> <li>• Maintain an adequate number of casual Nurse Immunisers to deliver quality immunisation services to the community.</li> <li>• Participate in the development of a plan in partnership with other local immunisation providers to deliver a Mass Vaccination Program across Gannawarra communities.</li> </ul> |
| Emergency Management          | <ul style="list-style-type: none"> <li>• Keep abreast of emergency management research and health issues.</li> <li>• Provide guidance and oversee and implement Health related Emergency Management Plans including the Gannawarra Heat Health Plan, Influenza Pandemic Plan, Blue-Green Algae and Arbovirus Plan.</li> <li>• Participate in the review of each of the above plans.</li> <li>• Coordinate the annual Gannawarra Arbovirus Program in partnership with Department of Health and Agriculture Victoria, including the employment of seasonal Arbovirus Technical Officers (where applicable).</li> <li>• Coordinate the completion of relevant Annual Implementation Plans for reporting to the Gannawarra Municipal Emergency Management Committee.</li> <li>• Fulfil the duties of an Environmental Health Officer in the event of an emergency.</li> </ul>   |
| Health Planning and Promotion | <ul style="list-style-type: none"> <li>• Assist with the development and implementation of the Municipal Public Health and Wellbeing Plan.</li> <li>• Assist with the development and delivery of health promotion initiatives as required.</li> </ul>   |

#### Position Organisational Responsibilities

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| Leadership          | Position will lead a team, acting as a role model to staff and actively influencing and demonstrating Council's values.  |
| Strategy and policy | Position will provide input and develop policies, support the development of Council reports; participate in Council reporting requirements including the Council Plan, Annual Report and Local Government Performance Reporting Framework. Position will be responsible for regulatory/statutory environmental health reporting requirements. |
| Budget              | Position will make recommendations on annual budgets relating to environmental health, arbovirus program and immunisations and will be responsible for administering the delivery of programs within budget parameters.  |
| Internal meetings   | Position will be required to participate in regular team meetings and will be responsible for the conduct of regular team meetings as well as the conduct of cross-functional working groups on specific issues as required.   |

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| External collaboration | Position will be required to represent Council in a range of forums including environmental health, emergency management and immunisation networks, forums and workshops.  |
| Risk management        | Position is responsible for identifying and minimising risk to Council and for ensuring that all OH&S obligations are met.   |
| Corporate records      | Position is responsible for the accurate and timely storage of all Council records in Council's Health Manager system, record management system and any other systems as required.   |
| Legislative framework  | Position is accountable for Council's obligations under the following legislation: <ul style="list-style-type: none"> <li>▪ <i>Public Health and Wellbeing Act 2008;</i></li> <li>▪ <i>Residential Tenancies Act 1997;</i></li> <li>▪ <i>Food Act 1984;</i></li> <li>▪ <i>Tobacco Act 1987;</i></li> <li>▪ Relevant sections of the <i>Local Government Act 1989;</i></li> <li>▪ <i>Environment Protection Act 2017;</i></li> <li>▪ <i>Summary Offences Act 1966;</i></li> <li>▪ Duties imposed by the Council's Local Laws or by direction of the Department of Health; and</li> </ul> Other Acts or Regulations, capable of being administered by an Environmental Health Officer. |
| Customer Service       | Position is accountable for own adherence to the Customer Service Charter.   |
| Council values         | Position will demonstrate and encourage behaviour in line with Council values.   |
| Behaviour              | Position will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.   |
| Emergency management   | Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan and may be required to report to the Gannawarra Municipal Emergency Management Committee on Health related Emergency Management plans. Position will be required to fulfil the role of an Environmental Health Officer in an emergency event, as directed by the organisation or Department of Health.   |

#### Position accountability, judgement, skills and qualifications

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| Accountability and extent of authority | This position is responsible for providing specialist advice to Council, other departments and the general public regarding environmental health and immunisation matters, where the freedom to act is subject to professional and regulatory review and the impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients. This position has input into policy development within their area of expertise and is accountable for the delivery of quality, efficient and timely programs and the administration of delegated statutory responsibilities.   |
| Judgement and decision making          | This position has authority to exercise delegations, authorities, powers and duties of an Officer of Council or Designated Officer under the provisions of the listed legislation, or duties as determined by Council. The position must exercise duty of care at all times with regard to judgement and decision making and exercise sound professional judgement relating to methods and procedures. Problems encountered may be of a complex nature not related to previously encountered situations. Guidance and advice will generally be available in arriving at solutions however this guidance and advice may need to be sought from external sources to the organisation. |
| Specialist skills/knowledge            | This position requires knowledge of the fundamental theoretical principles of environmental health. An ability to investigate and apply theoretical and scientific principles along with skills and knowledge to solve problems is required together with the ability to support the education of a wide range of clients on environmental  |

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|                           | health issues. Competency in the use of computers, together with a knowledge of Microsoft programs and environmental health software is essential as is the ability to operate technical equipment related to environmental health.  |
| Management skills         | This position must be able to manage time, prioritise, organise and plan own work especially under specific timelines and facilitate effective coordination of a team and positive outputs and outcomes of other team members.   |
| Interpersonal skills      | Position requires the ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.<br><br>Position must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisations to resolve intra-organisational problems.  |
| Qualifications/experience | Bachelor of Applied Science (Environmental Health) or other qualification recognised for membership of Environmental Health Professionals Australia.<br>Current Victorian drivers licence.<br>Level 2 First Aid, or willingness to obtain immediately.<br>Current Working with Children Check.<br>Qualification in Vector Disease Control and Mosquito Identification, or willingness to obtain within 12 months of appointment.<br>Chemical User's qualification, or willingness to obtain within 12 months of appointment.<br>Three years or more local government environmental health work experience.<br>Experience in immunisations and mosquito monitoring and control would be highly desirable. |

#### Selection Criteria

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| Qualifications        | Specific qualification in Environmental Health is mandatory.<br>Current Victorian drivers licence.<br>Level 2 First Aid, or willingness to obtain immediately.<br>Current Working with Children Check.   |
| Knowledge             | Knowledge and application of a broad range of environmental health theoretical and scientific principles.  |
| Experience            | Demonstrable experience in the use of a range of computer applications.<br>At least three years' experience acting as an Environmental Health Officer within a local government context.<br>Experience in immunisations and mosquito monitoring and control. |
| Creativity            | Demonstrable ability to be innovative and seek creative ways to engage with community members on health and wellbeing issues.  |
| Communication         | Well-developed written and oral communication skills with the ability to engage and influence a range of stakeholders. Must have the ability to build effective relationships both within and outside of the organisation.                                   |
| Organisational skills | Must have the ability to be well organised and to juggle varying demands whilst ensuring that deadlines are met, and to organise the outputs and outcomes of a team.   |

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| <b>Acceptance of Position Description</b>  |                   |              |
| <b>Approved:</b> Chief Executive Officer   | <b>Signature:</b> | <b>Date:</b> |
| I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position. |                   |              |
| <b>Approved:</b>   | <b>Signature:</b> | <b>Date:</b> |

**Position Description:** Environmental Health Coordinator  
**Altus ECM reference:** INT23/1494B7D1  
**Position Description developed:** June 2023  
**Position Description reviewed:** March 2024