

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Manager Environmental Health Services

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Sustainable Development	Level: Contract
Reports to:	Director Sustainable Development	
Supervision of:	Senior Environmental Health Officer Environmental Health Officers	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Effectively lead and manage the business unit across a range of environmental health activities, provide excellent customer service and high quality internal advice to the Director to enhance and support decision making processes and achieve strategic objectives.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Environmental health control	<ul style="list-style-type: none">• Implementation, monitoring and reporting on environmental health programs.• Determine likely environmental health impacts, evaluate environmental health reports and prepare appropriate submissions on environmental health matters.• Prepare and oversee the preparation of statistics and reports for consideration by Council and other Committee's as required.• Coordinate the allocation of tasks within the business unit, complete correspondence and provide support, assistance and guidance to relevant Staff.• Attend relevant Meetings in consultation with the Director Sustainable Development.
Leadership and management	<ul style="list-style-type: none">• Provide leadership to the business unit, encourage responsibility and initiative and foster an innovative work environment for all employees.• Identify, schedule and deliver projects identified in the annual Operational Plan.• Develop, implement and report on program performance standards.• Maintain effective communication and relationships with the Director and business unit members.• Promote and encourage effective and innovative practices within the business unit.• Ensure an attitude of inclusion and respect is at the forefront of all business unit activities.
Financial	<ul style="list-style-type: none">• Monitor the financial performance of the business unit against the service plan and annual budget.

	<ul style="list-style-type: none"> • Review financial requirements annually and ensure integration with the Shire's Corporate Business Plan. • Ensure business unit complies with grant funding guidelines. • Ensure comprehensive and informed financial analysis is undertaken when considering purchases. • Undertake financial risk management with projects and advise the Director of impacts affecting financial risks as they are identified.
Representations	<ul style="list-style-type: none"> • Provide background information as required to the Shire's legal representative on appeals and court matters. • Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure that the business unit remains informed and where appropriate participates in the processes which may impact on its activities. • Liaise with all relevant stakeholders on the issues, views, needs and policies of the business unit.
Policies and procedures	<ul style="list-style-type: none"> • Review and develop business unit policies, plans, manuals and management guidelines. • Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Director of the progress in the implementation of activities. • Review and implement the risk management plan framework for business unit activities. • Ensure all decisions made and directives given by the Director relating to the business unit are acted upon.
Human resource management	<ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees. • Lead and develop the business unit in such a manner that an environment of success, energy, professionalism and a culture of innovation is evident to all. • Implement best practice human resource management and ensure employees within the business unit are accountable for their performance.

Safety	<ul style="list-style-type: none"> • Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices. • Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the business unit employees and volunteers. • Ensure the application of the relevant policies, procedures and systems with regards to the <i>Occupational Safety and Health Act 1984</i>.
Other	<ul style="list-style-type: none"> • National Crime Check. • Current “C” Class Drivers Licence.

6. Extent of authority

- The position operates under the broad direction of the Director Sustainable Development within established guidelines, procedures and policies of Council, relevant legislation, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995* and when in the role of Acting Director Sustainable Development.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Tertiary qualification in relevant discipline or extensive experience combined with formal learning and development.
2. Experience in contemporary management and leadership practices which includes innovation, process improvement, best practice and effective organisation change.
3. Experience in continuous improvement, achieving outstanding customer service and ensuring sustainability of services.
4. Ability to think strategically, conceptual and analytical skills and managing business unit performance.
5. Ability to manage resources including people, budgets and other assets.
6. Understanding of ethical decision making and commitment to corporate governance and compliance.
7. Well-developed verbal and written communication skills with an ability to resolve conflict, negotiate and mediate.

Desirable

1. Previous management experience in a local government environment.
2. Experience in developing community focussed services.
3. Ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.