

# **MANAGER ENVIRONMENTAL HEALTH**

# **INFORMATION PACKAGE**

**November 2015**

**Shire of Dandaragan**  
**Advert - Manager Environmental Health**

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**MANAGER ENVIRONMENTAL HEALTH**  
(LOCATION - JURIEBAY)

The Shire of Dandaragan invites applications from suitably experienced and qualified persons to fill the role of Manager of Environmental Health.

The position is located within Jurien Bay which is the regional centre of the Central Coast region and offers a relaxed coastal lifestyle, strong population growth and excellent amenities.

Applicants will be required to have a Bachelor of Science (Environmental Health or equivalent) qualification and demonstrated knowledge of associated legislations.

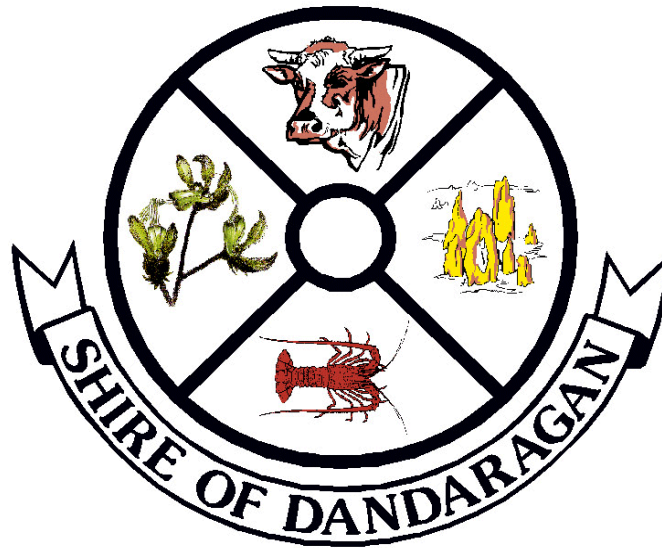
The position is offered under a 3 - 5 year contract. A total remuneration package of up to \$114,289 will be negotiated with the successful applicant. Applicants should obtain an information package by either contacting Gemma Richardson on 08 9652 0800, via email to [g Richardson@dandaragan.wa.gov.au](mailto:g Richardson@dandaragan.wa.gov.au) or off the Shire's website [www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment).

Applicants must address the selection criteria and provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked "PRIVATE AND CONFIDENTIAL - MANAGER ENVIRONMENTAL HEALTH" to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close **4.00pm Wednesday 9 December 2015**.

Queries in relation to the position should be directed to the undersigned on 08 9652 0800.

Tony Nottle  
**CHIEF EXECUTIVE OFFICER**



# Manager Environmental Health

## Position Description

November 2015

**Shire of Dandaragan**  
**Position Description - Manager Environmental Health**

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1. **TITLE:** Manager Environmental Health

2. **LEVEL:** Performance based contract

3. **DEPARTMENT / SECTION:** Development Services

4. **POSITION OBJECTIVES:**

**4.1 Objectives of Position:**

To proactively manage the delivery of the Shire's environmental health services, for the purpose of providing environmental and public health protection to improve quality of life in the community.

5. **REQUIREMENTS OF THE POSITION:**

**5.1 Skills:**

5.1.1 Highly developed organisational and time management skills.

5.1.2 Highly developed oral and written communication skills.

5.1.3 Highly developed interpersonal skills particularly in relation to negotiation, public relations and problem solving.

5.1.4 Developed technical interpretive and analytical skills.

**5.2 Knowledge:**

5.2.1 Extensive knowledge of the Health Act and other legislation in respect of environmental health.

5.2.2 Knowledge of the Local Government Act, Liquor Licensing Act and Regulations, Occupational Safety & Health Act and Regulations, and safe work practices.

5.2.3 Knowledge of Environmental Protection Act and Regulations including waste management.

5.2.4 Sound knowledge of information technology including computer systems and software operations.

**5.3 Experience:**

5.3.1 Preference for a minimum of three years practising as a local government environmental health officer.

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**Position Description - Manager Environmental Health**

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- 5.3.2 Experience in the programming and delivery of local government environmental health services.
- 5.3.3 Working knowledge of local government governance, Council meeting procedures and agenda preparation.
- 5.3.4 Experience in the delivery of public education initiatives ie Foodsafe.
- 5.3.5 Experience and knowledge of environmental management.
- 5.3.6 Experience in the application of local government laws and policy.

**5.4 Qualifications and Training**

- 5.4.1 Hold qualifications in the health discipline, ie Bachelor of Applied Science (Environmental Health), Diploma of Environmental Health or equivalent acceptable to the Executive Director of the Health Department for appointment to the position.
- 5.4.2 Hold a current "C" Class or equivalent motor driver's licence.

**6. KEY DUTIES / RESPONSIBILITIES:**

- 6.1 Undertake effective and responsible administration and enforcement of the environmental and public health statutory requirements.
- 6.2 Conduct assessment to establish compliance and issue further directions where additional action is required.
- 6.3 Provide expert advice, information and assistance in regards to environmental protection and public health matters.
- 6.4 Monitor, review, and implement changes resulting from modifications to relevant State and Federal legislation and guidelines.
- 6.5 Assess development applications applicable to environmental health issues.
- 6.6 Prepare and implement environmental health programs / policies including sampling programme.
- 6.7 Manage the statutory compliance of the Shire's waste disposal sites.
- 6.8 Manage the compliance and administration of the Shire septic pumping services.
- 6.9 Ensure waste licence conditions are implemented at the Shire's waste disposal sites.

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- 6.10 Provide annual reports to government agencies as required.
- 6.11 Authorise and understand the liquor licencing rules.
- 6.12 Administration of kerbside waste collection and rural waste collection.
- 6.13 Liaise and educate ratepayers about waste collection eg kerbside collection days and tip passes.
- 6.14 Manage the Shire's obligations in relation to the production, review and implementation of a Disability Access and Inclusion Plan and reporting.
- 6.15 Contribute to forums for the delivery of policy and strategy for the Shire.
- 6.16 Attend meetings of the Council when required and contribute to the organisations governance function.
- 6.17 Be a member of the Shire's management group and contribute to the broader management objectives of the organisation.
- 6.18 Develop, implement and administer Occupational Health and Safety management systems in accordance with Australian Standard 4801 – 2001.
- 6.19 Provide advice to management and staff on current and proposed Occupational Health and Safety legislative and practise requirements.
- 6.20 Develop and maintain policies and procedures that will reduce risks and promote safety awareness.
- 6.21 Identify potential hazards and advise on safe working practices to minimise accidents in the workplace.
- 6.22 Research and disseminate information on developments in protective equipment and advise management of their suitability and application to the organisation.
- 6.23 Analyse all incidents / accident and potential 'near miss' reports as the first stage of a corrective action programme.
- 6.24 Prepare timely reports for senior management on the organisation's Occupational Health and Safety performance.
- 6.25 Chair, coordinate and maintain records of internal Occupational Health and Safety committee meetings and other meetings as deemed appropriate from time to time.
- 6.26 Research information when required from the committee on aspects of Occupational Health and Safety.
- 6.27 Liaise with WorkSafe and other relevant industry groups to ensure best practice is targeted at all times.

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- 6.28 Undertake regular safety audits of the workplace to ensure compliance with the Council's legislative requirements and make recommendations concerning unsafe practices including the provision for on the job training where appropriate.
- 6.29 Plan and implement preventative health and ongoing monitoring programs.
- 6.30 Develop and administer an audiometric testing and hearing protection programs in accordance with WorkSafe's Code of Practice for Managing Noise at Workplaces.
- 6.31 Ensure employees are inducted on safe systems of work for their tasks including the effective use and maintenance of personal protective equipment.
- 6.32 Develop and coordinate internal, on the job and external, Occupational Health and Safety related training programs for various work groups, including fire warden training, personal protective equipment and emergency and evacuation plans.
- 6.33 Evaluate and recommend external training courses for the development of skills and knowledge eg Health on the Move.

**7. ORGANISATIONAL RELATIONSHIPS:**

**7.1 Responsible to:** Deputy Chief Executive Officer

**7.2 Supervision of:** Nil

**7.3 Internal and External Liaison:**

Internal      President and Councillors  
                  Chief Executive Officer  
                  Executive Management Team  
                  Other staff and employees

External      Residents / ratepayers  
                  Government departments  
                  Consultants  
                  Contractors / suppliers

**8. EXTENT OF AUTHORITY:**

Operates under the general direction of the Deputy Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

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**9. SELECTION CRITERIA:**

**9.1 Essential:**

- 9.1.1 Highly developed organisational and time management skills.
- 9.1.2 Highly developed oral and written communication skills.
- 9.1.3 Highly developed interpersonal skills particularly in relation to negotiation, public relations and problem solving.
- 9.1.4 Knowledge of Environmental Protection Act and Regulations including waste management.
- 9.1.5 Preference for a minimum of three years practising as a local government Environmental Health Officer.
- 9.1.6 Hold qualifications in the health discipline, ie Bachelor of Applied Science (Environmental Health), Diploma of Environmental Health or equivalent acceptable to the Executive Director of the Health Department for appointment to the position.
- 9.1.7 Current Federal Police clearance.
- 9.1.8 Hold a current "C" Class or equivalent motor driver's licence.

**9.2 Desirable:**

- 9.2.1 Extensive knowledge of the Health Act and other legislation in respect of environmental health.
- 9.2.2 Sound knowledge of information technology including computer systems and software operations.
- 9.2.3 Knowledge of the Local Government Act, Liquor Licensing Act and Regulations, Occupational Safety & Health Act and Regulations, and safe work practices.

**10. TRAINING, CONFERENCES, SEMINARS:**

The Shire of Dandaragan actively promotes self-improvements within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged.

**11. AWARD:**

General conditions of employment are offered on the basis of a performance based contract, and if not stated in the contract in accordance with the Local Government Industry Award 2010.



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**CERTIFICATION**

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

\_\_\_\_\_ Signature of Supervisor

\_\_\_\_\_ Signature of Employee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **CONDITIONS OF EMPLOYMENT**

### **1.0 EMPLOYMENT TITLE**

This position will have full time employment as Manager Environmental Health.

### **2.0 START PLACE**

This position's start place of employment is the Jurien Bay Administration Centre.

### **3.0 HOURS OF WORK**

You will be required to work 38 hours per week. Monday to Friday from 8.00am to 5.00pm. An hour will be allocated each day for a lunchbreak.

### **4.0 WORK CYCLE**

Council currently allows a 19 day, four week working cycle.

### **5.0 CLASSIFICATION LEVEL**

Performance based contract.

### **6.0 REMUNERATION**

The employee shall be entitled to a total remuneration package which takes into account:

- the requirement to attend Council meetings as required;
- an acknowledgment that the position is measured on performance and not on the number of hours worked; and
- all additional loadings and allowances.

The components representing the remuneration package shall be:

<b>Description</b>	<b>\$</b>	<b>\$</b>
Salary (cash component)	\$60,000	\$80,000
Leave Loading	\$808	\$1,077
Housing Allowance	\$7,800	\$7,800
Uniform Subsidy	\$450	\$450
Motor Vehicle	\$10,962	\$10,962
Professional Development	\$3,000	\$3,000
Professional Memberships / Subs	\$1,000	\$1,000
Superannuation (compulsory)	\$5,700	\$7,600
Superannuation (additional)	\$1,800	\$2,400
<b>TOTAL</b>	<b>\$91,529</b>	<b>\$114,301</b>

**Shire of Dandaragan**  
**Conditions of Employment - Manager Environmental Health**

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**7.0 LEAVE LOADING**

Leave loading will be paid at the time of taking leave.

**8.0 HOUSING ALLOWANCE**

The employer will provide a housing allowance to assist the employee in securing appropriate housing. The employee may choose to vary this allowance by increasing or decreasing their salary (cash component), provided the variation does not result in a Fringe Benefit Tax liability for the employer.

The allowance value will be reviewed annually based on local rental values.

**9.0 UNIFORM SUBSIDY**

A uniform subsidy of \$450 is payable to obtain suitable office clothing.

**10.0 MOTOR VEHICLE**

The local government shall provide unrestricted private use of a motor vehicle, for the use of the employee. The vehicle may be up to the value stated above according to the WALGA vehicle values guide.

**11.0 PROFESSIONAL DEVELOPMENT**

The employer will meet professional development costs of up to \$3,000 per annum on behalf of the employee, provided that the Chief Executive Officer is satisfied the professional development is consistent with the objectives of the employees position and beneficial to the Shire of Dandaragan. This cannot be accumulated, if it is not used in the twelve month period it is lost.

**12.0 PROFESSIONAL MEMBERSHIPS / SUBS**

The employer will meet the cost of professional memberships / subscriptions on behalf of the employee, to a maximum of \$1,000 per annum, provided the Chief Executive Officer is satisfied that the memberships / subscriptions are consistent with the objectives of the employees position. This cannot be accumulated, if it is not used in the twelve month period it is lost.

**13.0 SUPERANNUATION**

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. To qualify for the additional 3%, the employee must contribute a minimum of 5% towards their superannuation from their ordinary earnings either by an after

**Shire of Dandaragan**  
**Conditions of Employment - Manager Environmental Health**

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tax contribution or salary sacrifice or a combination of both.

#### **14.0 LEAVE ENTITLEMENTS**

Annual leave is provided for in the National Employment Standard. You are entitled to four weeks paid annual leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work.

Personal / carer's leave is provided for in the National Employment Standard. You are entitled to 10 days of paid personal / carer's leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work.

You are entitled to two 2 days unpaid carer's leave for each permissible occasion when a member of the immediate family or household requires care or support.

You are entitled to two 2 days paid compassionate leave for each permissible occasion when a member of the immediate family or household is seriously ill or dies.

Long service leave is provided for in the National Employment Standard and the Local Government (Long Service Leave) Regulations. After 10 years of service you are entitled to 13 weeks long service leave.

Rostered days off are allocated to employees. Upon approval they can be changed to another date. However, they cannot be accumulated and therefore, must be taken within 28 days of being accrued. They cannot be taken in advance of their due date and will not be paid out in cash. You will have 12 rostered days off per twelve month period.

Instead of being paid overtime you will be entitled to accrue time in lieu. Time in lieu can be taken at the ordinary time rate, that is an hour off for each hour of overtime worked. All time in lieu accrued must be taken within 28 days of being accrued.

#### **15.0 POLICY MANUAL**

Shire of Dandaragan has a comprehensive policy manual. The successful applicant will be required to familiarise themselves with this document to gain an understanding of Council's position and direction on a wide range of issues.

#### **16.0 MEDICAL EXAMINATION**

You will be required to undergo a medical examination within the three month probation period. You can arrange this yourself and the Shire will reimburse you the costs involved.

**17.0 POLICE CLEARANCE & QUALIFICATIONS**

You will also be required to provide a current Federal Police Clearance, a copy of your driver's licence and any qualifications and training you have relevant to the position.

**18.0 PROBATION**

All positions with the Shire are subject to a three month probationary period. Once your three month probation is complete you will receive a letter of permanency.

**19.0 OTHER CONDITIONS OF EMPLOYMENT**

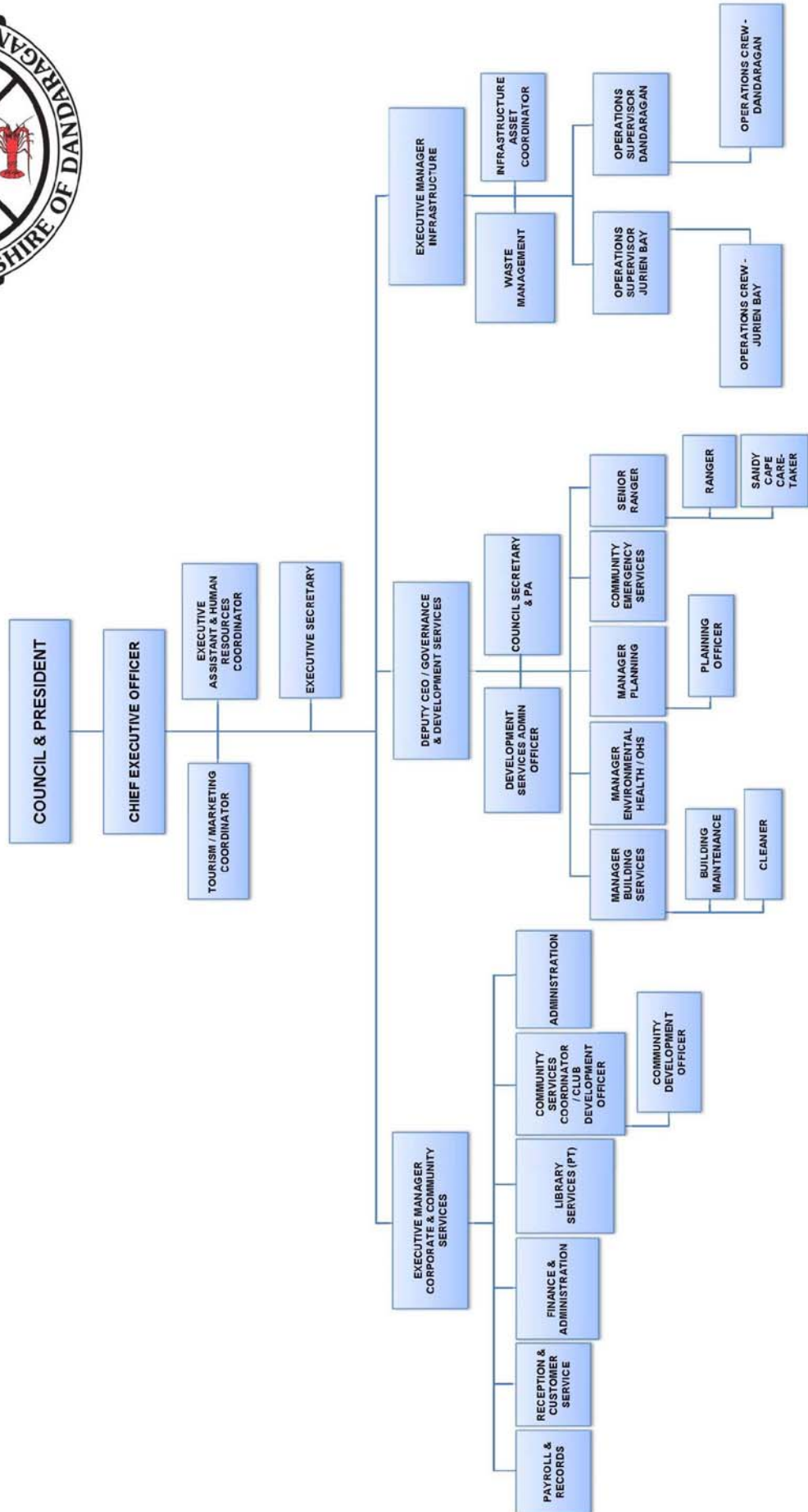
All other conditions of employment are in accordance with the Local Government Industry Award 2010.

Shire of Dandaragan  
Organisational Structure - Manager Environmental Health



**SHIRE OF DANDARAGAN ORGANISATIONAL STRUCTURE**

(as at 20 October 2015)



## **1. INFORMATION FOR JOB APPLICANTS**

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the many others that will be received for the position.

## **2. SELECTION CRITERIA**

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection committee can readily assess your claim for the position. It is up to you to demonstrate to the committee that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here, it must be noted that it is impossible to interview all applicants and therefore, only those who best meet the criteria and outcomes will be short-listed for interview. **The Selection Criteria can be found on page 8 under section 9 Selection Criteria.**

## **3. REFEREES AND REFERENCES**

While the names of referees may have been asked for in the advertisement those need not necessarily be supported by written reference at the time of sending your application. However, if you choose to enclose written reference, copies will suffice at this time subject to sighting originals at a later date.

It is recommended that you advise your referees that you have nominated them as the Council wishes to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

## **4. OTHER DOCUMENTS**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

## **5. CONTACT NUMBER**

It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.

## **6. WRITTEN APPLICATIONS**

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading by the selection committee.

**Shire of Dandaragan**  
**Important Information for Job Applicants - Manager Environmental Health**

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**7. LATE APPLICATIONS**

In fairness to all applicants, late applications cannot be received but the Council will accept late applications when consent to such a request has been given by the Chief Executive Officer. A faxed or emailed copy of an application sent before the closing date would also ensure acceptance of the application followed by immediate mailing of original application.

**8. APPLICATIONS**

**Applicants must address the selection criteria (on page 8 under section 9) and provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked “PRIVATE AND CONFIDENTIAL - MANAGER ENVIRONMENTAL HEALTH” to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.**

**Applications close at 4.00pm Wednesday 9 December 2015.**

Emailed applications to [grichardson@dandaragan.wa.gov.au](mailto:grichardson@dandaragan.wa.gov.au) will be accepted as long as they are received prior to the closing date.

**9. FURTHER INFORMATION**

If you require any further information in relation to this position please feel free to call Gemma Richardson, Executive Assistant & Human Resources Coordinator, on 08 9652 0800 or email [grichardson@dandaragan.wa.gov.au](mailto:grichardson@dandaragan.wa.gov.au).