

Position Description

Role Title:	Environmental Health Coordinator	Level:	WDRC Internal EBA Level 7
Section:	Community Standards	Salary Package:	\$88,486 (9 day/fortnight) - \$99,692.02 (19 day/month) + 12% super + 17.5% leave loading
Department:	Planning & Environment	Vacancy Reference:	119
Division:	Community & Liveability	Contact:	Todd Summerville, Planning & Environment Manager
Location:	Dalby	Telephone:	07 4679 4341
Basis of Employment:	Full Time		

Our Organisation

Western Downs Regional Council (WDRC) is a dynamic organisation committed to providing outstanding service to the local community. Everything we do is underpinned by our positive culture and internal brand which includes being an organisation that cares about its people and their safety, is future focused and strives to make a real difference to our community. Our behaviour reflects our organisational values: **Communication, Leadership, Respect, Balance, Team Work, and Accountability.**

Here at WDRC we are passionate about what we do. We offer you a culture that is reflective of this and, as such, you will be working in an organisation that focuses on continuous improvement and promotes innovation at all levels through challenging the status quo to discover new and better ways of doing things.

Safety First

Western Downs Regional Council is committed to fostering a Safety First work environment that eliminates or manages hazards that have the ability to cause injury or illness to our employees, communities, assets and customers. Council's Safety First values include pre-employment medicals and random drug and alcohol testing.

Role Overview

Operating from within the Planning and Environment Department, you will lead the Community Standards Section to deliver effective Environmental Health, Local Laws and Animal Control services that protects and enhances community standards in the WDRC area.

Key Responsibilities

This role encompasses a range of duties and responsibilities which may vary as directed by Council. The key ones include:

- Refocusing programs;
- Improving community compliance without solely relying on regulatory tools;
- Leading a small team to achieve great outcomes;
- Gaining the support of customers, providers and regulators;
- Reducing costs through service improvements, contract refinement and service level reviews;
- Systematically improving deal with financial and customer service systems;
- Developing innovative delivery programs that challenge 'norms';
- Proactively proposing effective changes to current programs in response to changing conditions; and
- Specifying and delivering operational improvement programs.

Critical Competencies

Suitability for this position will be based on experience, application, achievement, and potential in the following critical competencies as they link to the key responsibilities for this position. Proven/Demonstrated experience in:

- Understanding and interpreting relevant legislations;
- Understanding of high level knowledge regarding the underlying principles behind environmental health, local laws and animal management;
- taking a business-like approach to service delivery;
- the ability to make effective decisions in the absence of complete information;
- making sure that customer solutions, practices and procedures are carried out and achieve their objectives;
- using an understanding of customer needs to ensure customer satisfaction and prevent service issues from occurring;
- being a people person - demonstrating high level interpersonal skills; and



- effective communication skills.

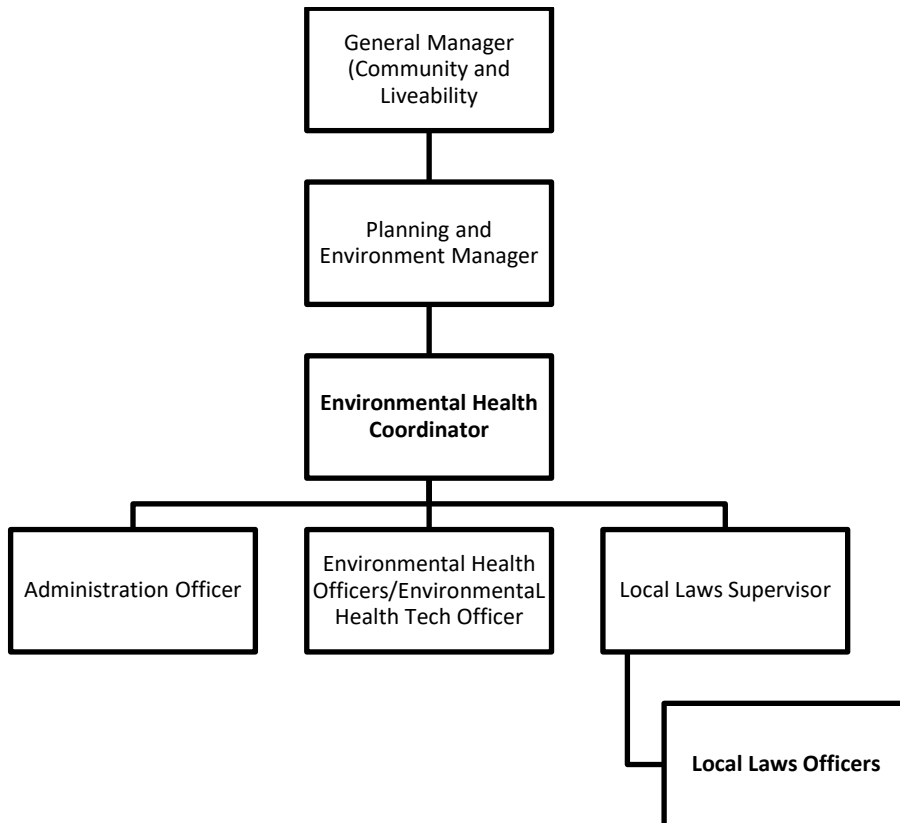
Required Knowledge / Qualifications

A person in this position will need to hold a relevant Bachelor level Degree in Environmental Health or equivalent, **OR** be able to demonstrate equivalent related experience. A Current Queensland "C" Class driver's licence is also necessary

It is also highly desirable for the successful candidate to have obtained and maintained professional accreditations in Food Safety Auditing, Asbestos Regulations and Pest Management.

Additional Information

- The current financial delegation for this position is \$30,000.
- The reporting relationship for this position is shown below
- To apply for this position, submit an application including a cover letter and resume online via Councils website www.wdrc.qld.gov.au



Employee Signature

Name:

Signature:

Date:

