



EMPLOYMENT PACKAGE

MANAGER OF ENVIRONMENTAL HEALTH

Applications close 4.30pm on Friday 19th May 2017



MANAGER OF ENVIRONMENTAL HEALTH

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Position Description – Manager of Environmental Health
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact Joseph Jones, Human Resources Officer on (08) 9761 0811 or via email – jjones@bridgetown.wa.gov.au

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



ADVERTISEMENT

VACANCY

MANAGER OF ENVIRONMENTAL HEALTH

An outstanding opportunity exists for a suitably qualified and experienced Manager of Environmental Health with the Shire of Bridgetown-Greenbushes.

This fulltime position will be required to promote and maximise the health status of the occupiers of the municipality, ensure that the Health Act 1911, Public Health Act 2016, Environmental Protection Act 1986, Food Act 2008 and their regulations are enforced as well as assist and advise occupiers of the Shire on matters pertaining to the Health legislation.

We are looking for an exceptional candidate to report to the Chief Executive Officer, who exhibits a proactive and positive approach to the role. You will demonstrate a model work ethic, be intuitive, with the capacity to effectively utilise your well developed and diplomatic communication skills.

The position is to be offered as an initial '3 year contract' with a negotiated salary between \$80,000-90,000pa depending on qualifications and experience, restricted private use of a work vehicle, four weeks annual leave and up to 12.5% superannuation in accordance with Council Policy.

Please note that the Shire is prepared to structure the position on a 4-day per week pro-rata basis if desired by the successful applicant.

Applicants will need to address the Selection Criteria in the information package which is available for collection from the Customer Service Counter at the Shire or email btnshire@bridgetown.wa.gov.au

Your confidential application, addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by 4.30pm Friday 19th May 2017.

TIM CLYNCH

CHIEF EXECUTIVE OFFICER



POSITION DESCRIPTION

1. **TITLE:** Manager of Environmental Health

2. **LEVEL:** TBA

3. **DEPARTMENT:** Chief Executive Officer

4. POSITION OBJECTIVES:

4.1 Objectives of Position:

- To promote and maximise the health status of the occupiers of the municipality.
- To ensure that the Health Act 1911, Public Health Act 2016, Environmental Protection Act 1986 and Food Act 2008 and their regulations are enforced.
- To assist and advise occupiers of the municipality on matters pertaining to the Health legislation.

4.2 Within Section:

- To assist in the proper functioning of the Health Department to a standard acceptable to the Council, CEO, and the community.
- To undertake duties as directed by the CEO

4.3 Within Organisation:

- Advise builders, plumbers, the general food industry and the community on aspects concerning the Health Act and Food Act and the relevant regulations.
- Consult with Planning, Building and Engineering Officers on aspects relating to development in the community.
- To ensure that the provisions of the Health Act 1911 and Public Health Act 2016 are enforced within the municipality.

5. REQUIREMENTS OF THE JOB:

5.1 Skills:

- Good verbal and written communication skills to interpret the needs of the community, builders, plumbers and the general food industry.

- Good public relations and interpersonal skills.
- Investigation and problem solving skills.
- Good computer keyboard/literary skills.

5.2 Knowledge:

- Knowledge of the Health Act and its regulations.
- Knowledge of pertinent sections of the Local Government Act
- Knowledge of building requirements.
- Knowledge of town planning requirements.

5.3 Experience:

- Experience and knowledge in general aspects of Environmental Health.

5.4 Qualifications and/or Training:

- A degree in Environmental Health (Bachelor of Applied Science) or equivalent.
- Authorised person as per Section 87(1) of the Environmental Protection Act 1986

6. KEY DUTIES/RESPONSIBILITIES:

To prepare and implement Environment Health Plan

6.1 General:

- To perform, as authorised by the provisions of the Health Act, or under direction of the CEO, or as directed by the Executive Director of Public Health, all duties imposed by statute, regulation, and local law.
- Offer advice and information at the customer service counter on matters pertaining to health.

6.2 Water:

- To conduct monthly biological sampling of potable water at strategic locations.
- Conduct monthly biological sampling of potable water from private supplies made available to the public from businesses, and to advise on remedial action.
- Conduct routine chemical and biological sampling of public and semi-public swimming pools, and advise on remedial action.
- Conduct follow-up samples if potable or swimming pool results vary from the accepted standards.
- To conduct environmental sampling (chemical and biological) when required.

6.3 Food:

- Administer Provision of Food Act 2008
- Routinely inspect existing premises, and advise on remedial action.
- Process plans of proposed food premises
- Inspect new premises for conformity for compliance with the Health Act/Food Act.
- Prepare food sampling programmes.
- Conduct regular inspections of school canteens.
- Conduct microbiological food sampling.
- Conduct routine sampling of foods for compliance with Food Standards of Australia. Prepare report for the consideration by the CEO, and if instructed, instigate legal action.
- Investigate food related complaints; to gather evidence and prepare reports for the consideration by the CEO, for potential legal action.
- Conduct testing of microwave ovens for conformance with Radiation Safety Regulations, and advise on remedial action.
- Conduct food recalls and prepare certificates for food condemnation, and when required supervise the destruction of food.

6.4 Council Buildings:

- Conduct annual inspections of public buildings and prepare reports for the consideration by the CEO for remedial actions.
- Conduct, inspections of child health clinics, and liaise with Engineering Department to undertake remedial actions.
- Routinely inspect public toilets for cleanliness/maintenance, and if necessary, liaise with Engineering Department to undertake remedial actions.
- Liaise with Council's cleaning contractor to undertake remedial actions.

6.5 Building Control:

- Liaise with owners/builders to ensure that Health Act requirements are understood.
- Inspection dwellings or buildings for compliance with the Health Act, and if necessary, prepare reports for the service of work orders or condemnation orders.

6.6 Effluent Disposal:

- Process septic tank applications, and inspect new installations (including aerobic treatment units).
- Conduct site inspections to assess soil suitability, water table and to set finished floor levels.
- Investigate effluent disposal problems, and advise or assist on remedial action.

6.7 Caravan Parks and Camping Grounds:

- Conduct annual inspections Caravan Parks and Camping Grounds.
- Process plans for building and ancillary uses on caravan sites.
- Instigate remedial actions from inspections or prepare reports for the consideration by the CEO for potential legal action.
- Investigate complaints and advise on remedial actions.
- Process annual licensing.

7 ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to: Chief Executive Officer

7.2 External Liaison:

- Health Department of Western Australia
- State Health Laboratory; Department of Microbiology
- Chemistry Centre of Western Australia
- Radiation Laboratory
- General practitioners (GPs)
- Medical Officer of Health
- Public Health Units
- Community Health Services
- The University of Western Australia
- Department of Local Government
- Department of Occupational Health, Safety & Welfare
- Department of Conservation and Environment
- Department of Food and Agriculture
- Department of Planning and Infrastructure
- Water Corporation
- Refuse and Recycling Removal Contractors
- Cleaning Contractors
- Builders/Owner Builders
- Plumbers and Plumbers Licensing Board
- Pest Control Operators
- Police

7.4 Internal Liaison:

- Staff
- Councillors

8. EXTENT OF AUTHORITY:

- Position operates under the direction of the CEO within the guidelines and policies of Council, and as authorised by the provision of the Health Act, e.g. right of entry onto property, and authorisation to answer questions on Acts, regulations, and by-laws, and to make on-site decisions pertaining to Health matters.

9. SELECTION CRITERIA:

Essential

- Extensive experience (min 5 years) in similar role or equivalent
- Demonstrated ability to manage a range of Environmental Health Issues / cases simultaneously
- Demonstrated ability to work effectively and autonomously
- Demonstrated skills in relation to conflict/complaint resolution
- Degree in Environmental Health or equivalent.
- Class "C" driver's licence.

Desirable

- Authorised person as per Section 87(1) of the Environmental Protection Act 1986
- Experience in Local Government

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application:

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume (or curriculum vitae)** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application:

1. Your application must be marked “**Confidential – Manager of Environmental Health**” on the envelope, and addressed as follows:
Chief Executive Officer
Shire of Bridgetown-Greenbushes
P O Box 271
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email provided a signature is able to be included and is Microsoft Word format.
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

Acknowledgment of Applications:

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

The Interview Process:

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Recommended Applicant:

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre employment medical** report from the Shire’s Medical Officer (at the Shire’s expense).
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of

another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.

- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

Other Requirements:

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

Queries:

If you have queries about any aspect of the position or your application, please contact Joseph Jones, Human Resources Officer on (08) 9761 0811 or via email – jjones@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website at www.bridgetown.wa.gov.au