

POSITION DESCRIPTION

ENVIRONMENTAL HEALTH TEAM LEADER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

We are supportive, take on challenges, seize opportunities, build strong relationships and are proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn, and place no limits on what we can achieve.

Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
• Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	• Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	• Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

The position is:

Position Title	Environmental Health Team Leader		
Department & Section	Community Development, Community & Environmental Health		
Team	Environmental Health		
Reporting to	Manager Community & Environmental Health		
Positions Reporting to it	Environmental Health Coordinator		
Classification and Stream	MOA Level 7		
Position Number	4210	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- Provides strategic leadership, oversight and people support to the Environmental Health Team to deliver a modern, proactive and risk-based service that protects public health, supports community wellbeing, responds to emerging risks and meets Council's regulatory obligations.

What does the position do?

- Provide leadership and oversight of Environmental Health service delivery, including setting priorities, guiding work programs and aligning outcomes with Council objectives and statutory responsibilities.
- Develop a capable, accountable and resilient team through clear expectations, coaching, mentoring and development.
- Use performance data, service trends and workload information to plan priorities, guide resource recommendations and drive continuous improvement.
- Exercise legislated authority arising from Council's appointment as an authorised officer under the Food Act, South Australian Public Health Act, Supported Residential Facilities Act, Environment Protection Act, Local Nuisance & Litter Control Act, Local Government Act and By-laws, Expiation of Offences Act and associated Regulations, Policies, Standards and Australian Standards.
- In consultation with SA Health, lead specialised epidemiological investigations for reporting on infectious/notifiable diseases.
- Provide high level technical advice and informed recommendations to staff, management, external stakeholders and the public. on Environmental Health matters.
- Prepare reports, recommendations, submissions, briefing material and court proceedings, and represent Council as required.
- Act as an escalation point for Environmental Health Team on complex matters and complaints, providing direction on complex regulatory matters and supporting consistent, risk-based decision-making across the team.
- Contribute to the development, implementation and review of section plans, Council's strategic plans and budgets as relevant to Environmental Health.
- Lead Environmental Health programs, projects, initiatives and portfolio areas that meet legal obligations, support Council objectives and promote consistent practice.
- Identify emerging public health issues, legislative changes, industry trends and community needs, and recommend appropriate service responses.
- Undertake higher level and complex regulatory activities and provide leadership and oversight to ensure the Environmental Health Team delivers regulatory services in accordance with legislative requirements, Council priorities and agreed service standards Monitor delegated expenditure, support resource planning and recommend service efficiencies within approved budgets and delegations.
- Manage and monitor relevant Environmental Health contracts including immunisation, pest control and mosquito management services.

- Assess, manage and resolve expiation appeals and complex complaints relevant to environmental health.
- Drive continuous improvement by reviewing service standards, procedures, systems, work practices and risk-based regulatory approaches.
- As part of the Community & Environmental Health leadership group, lead and influence cultural organisational change, whilst ensuring a customer focused approach and experience.
- Undertake complex regulatory activities, inspections and enforcement relating to food, swimming pools, high risk manufactured water systems, septic tanks, hair and beauty, skin penetration and supported residential facilities, including notices, orders and follow-up action where required.
- Escalate significant risks, sensitive matters and emerging issues to the Manager Community and Environmental Health with clear advice and recommended actions.
- Support implementation of agreed service changes, policies and improvement initiatives within the Environmental Health Team.
- Undertake other reasonable duties as required.
- Work at other locations within Council if required.

What outcomes does the position deliver?

- The community is protected from public health risks, local nuisances and litter through effective education, compliance and enforcement services.
- Environmental Health services are planned, prioritised and delivered in a professional, consistent and contemporary manner.
- A capable, engaged and high-performing team culture is fostered through effective leadership, coaching and support.
- Strategic advice, reports and recommendations support informed decision-making, risk management and service improvement.
- Council meets its statutory Environmental Health obligations and responds effectively to emerging risks, legislative changes and evolving community needs.
- Strong partnerships and stakeholder relationships support positive and sustainable public health outcomes.
- A culture of continuous improvement, accountability and customer focus is fostered across the Environmental Health team.

The behaviours we expect the position to contribute to our workplace are:

- Communicates clearly, listens actively and shares information effectively.
- Demonstrates a customer focus and passionate about delivering positive outcomes for our community.
- Models PAE Values and acts in accordance with the Code of Conduct.
- Builds constructive relationships and collaborates effectively across Council.
- Applies sound judgement, problem solving and informed decision making in complex regulatory and service environments.
- Demonstrates a commitment to personal development and improvement.
- Adapts to changing priorities, legislative change, emerging risks and diverse perspectives.
- Develops, coaches and empowers others to take ownership and contribute to shared outcomes.
- Sets clear expectations, provides constructive feedback and supports performance, wellbeing and team culture.
- Demonstrates resilience, professionalism and balanced judgement in challenging situations.
- Supports continuous improvement, responsible use of resources, delegated decision-making and sound governance.
- Influences effectively in political, regulatory and community-facing settings.

- Leads with confidence, empathy, fairness and accountability.

Qualifications for the position

- A relevant tertiary qualification in Environmental Health/Associate Diploma Environmental Health Studies, Bachelor of Applied Science (Environmental Health) or related field is essential.
- Meet the Ministers requirements for Authorisation under the South Australian Public Health Act (2011) is essential.
- Current Australian drivers' licence is essential.
- Qualifications to enable eligibility for certification with RABQSA and SA Health in food safety auditing or a willingness to acquire are desirable.
- Member of Environmental Health Australia is desirable.

Experience

- Significant operational and people leadership experience in a regulatory service environment, including leading teams, managing performance and developing workforce capability, is essential.
- Experience leading service improvement, organisational change or strategic initiatives.
- Experience contributing to service planning, annual work programs, budgets and resource planning, performance monitoring and service improvement.
- Experience in providing high-level advice, reports, recommendations, submissions and strategic planning documents to support decision-making.
- Experience in Food Safety Programs, auditing and HACCP principles is desirable.
- Experience in conflict resolution, negotiation and managing complex complaints is desirable.
- Proven experience in applying risk management principles and processes to complex operational, regulatory and service delivery matters.

Knowledge

- Comprehensive knowledge of Environmental Health legislation, regulations, standards, policies and by-laws, with the ability to interpret and apply complex legislation.
- Knowledge of contemporary people leadership practices, including team development, performance support, conflict resolution, workload management and constructive communication.
- Extensive knowledge of food safety programs and auditing principles.
- High level technical knowledge of Environmental Health inspection, education, compliance and enforcement practices.
- Demonstrated knowledge and ability to research public health issues, apply risk management principles and use professional judgement to implement preventative, educational and continuous improvement strategies.
- Highly developed written, verbal and interpersonal communication skills, including report writing and effective stakeholder engagement.
- Sound knowledge of risk management principles and processes.
- Knowledge of the roles and inter-relationships of local state and federal government authorities, industry and other environmental health and food agencies.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team and encouraging the correct cyber security behaviours.

- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.
- Assist in early return to work strategies and participate and support injured workers in return to work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.