



POSITION DESCRIPTION

POSITION TITLE:		Coordinator Health Protection			
POSITION NO:		105300	CLASSIFICATION:		Band 8
DIVISION:		City Sustainability & Strategy			
BRANCH:		Compliance and Parking Services			
UNIT:		Health Protection			
REPORTS TO:		Manager Compliance and Parking Services			
POLICE CHECK REQUIRED:	No	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Provide effective and efficient co-ordination of the Public Health Unit, including staff supervision and performance management.
- Initiate, develop and promote the provision of a range of customer focused public health services that protect and enhance public health.
- Oversee the efficient and effective implementation of relevant State and Federal Government legislation and Local Laws pertaining to the Unit's functions
- Ensure the Unit is organised on business principles and operates on a competitive basis with a focus on cost effective service delivery and a commitment to quality and continuous improvement principles to achieve Council's public health objectives.
- Lead the In-House Contracts and manage delivery and provision of immunisation services in accordance with those Contracts.
- Assist in the preparation and monitoring of the Branch Budget. Including reviewing fees and charges, permits, licenses and registrations.
-

ORGANISATIONAL RELATIONSHIP

The Municipality is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on service and continuous improvement.

ORGANISATIONAL RELATIONSHIP

Position reports to: Manager Compliance & Parking Services

Position Supervises: Environmental Health Officers

Internal Relationships: The incumbent liaises with staff at all levels within the Organisation

External Relationships: The incumbent is required to negotiate and maintain a responsive and professional relationship with all health unit customers, including for example: Human Services Victoria, Environment Protection Authority, Ministry of Housing, Police Department, Council's Solicitors, Public Analysts, relevant Community Organisations, Agencies, Business People, Health Centres, Schools, Local Residents and the General Public.

KEY RESPONSIBILITY AREAS AND DUTIES

- Lead the provision of public health services (including day to day activities) across the municipality with a customer service and best practice focus.
- Prepare an annual Unit budget and new initiative proposals and monitor the Unit's finances to ensure achievement of budgetary and rate of return targets.
- Ensure the statutory obligations and provisions of the Food, Health, Local Government, Environment Protection, Litter, and other relevant Acts, Regulations and Local Laws are enforced.

- Review the operations of the Unit, and provide regular reports to the Branch Manager, in a format approved by the Branch Manager, on the effectiveness, efficiency of programs and initiatives which should be considered to improve current services and address new public health issues.
- Ensure that all statutory requirements and other commitments are met using existing resources
- Ensure employees are aware of Health and Safety requirements and monitor and report on conditions liable to impact on employee safety in accordance with Occupational Health and Safety Act 1985.
- Ensure detailed and accurate records relating to the Units functions are monitored and maintained and provide regular reports outlining performance of Unit.
- Develop and utilise effective communication lines between staff and management within the Department.

(7) Safety & Risk

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.

(8) Sustainability

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

(9) Yarra Values

- Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews.
 - Accountability
 - Respect
 - Courage

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- providing specialist advice to members of the public and Council;
- The coordinator is responsible for the delivery of services on a cost competitive basis and is accountable for the financial success of the Unit.

(b) Extent of Authority

- The coordinator has the authority and freedom to act on all day to day matters within the established operational and budgetary guidelines, including officer expenditure limitations and within the parameters of relevant Acts, Regulations, Codes and city policies, and professional standards
- Authority to formally issue Certificates of Registrations and Food Safety Program approvals on behalf of Council.
- Authority to issue and enforce Notices and Orders in line with delegation and authorisations provided under the provisions of relevant Acts.
- Authority to prosecute at Court as resolved by Council.
- Authority to supervise and direct staff in the performance of their duties.

JUDGEMENT AND DECISION MAKING

- The Public Health Coordinator is required to exercise independent professional judgement and adaptability in evaluating and deciding on appropriate methods, procedures and practices for achieving Unit objectives and in reviewing and recommending improvements to those methods, procedures and practices.
- Decisions are generally made, having reference to established policies and procedures, however, the position requires judgement and discretion in selecting the appropriate level of response to be applied in any given situation.
- Decision making is also based on understanding and knowledge of Statutory and subordinate legislation, Codes of Practice and on the basis of professional knowledge and experience.
- Problems are occasionally of a complex nature with solutions not related to previously encountered situations. Some creativity and originality is therefore required.
- The position also requires decision making based on an understanding and knowledge of Council's goals and objectives as they relate to the Unit's functions.

KEY COMPETENCIES

(1) Specialist Skills and Knowledge

The position requires:

- Demonstrated experience in developing relationships and providing specialist advice to elected representatives and community members.
- Sound knowledge of local government processes.
- Public relations, negotiation and conflict management skills.
- Understanding of the economic, political and social issues relating to the delivery of relevant Branch services and programmes in a Local Government environment.
- Commitment to continuous improvement /service improvement focus
- The ability to use existing knowledge and research facilities to produce solutions and formulate new policies for new and unprecedented problems that may be encountered.
- The ability to blend traditional regulatory and public health programs with new programs, projects or plans within a Council-wide framework.
- A knowledge of budgeting and familiarity with accounting and financial principles.

(2) Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands.
- Ability to identify, recommend and initiate improvements to public health services, procedures and techniques.
- Ability to undertake complex investigatory tasks.
- Ability to represent Council at public meetings on matters pertinent to Public Health services.

(3) Interpersonal Skills

- Ability to gain the co-operation and assistance from a range of people, including other staff, residents, community groups, statutory and government personnel, community interest groups etc. in the management of public health services.
- Ability to discuss and resolve public health issues with counterparts in other organisations.
- Highly developed oral and written communication skills.
- Skills in negotiation and consultation.

QUALIFICATIONS AND EXPERIENCE

- Degree of Applied Science(Environmental Health) or equivalent.
- Relevant additional training including Environmental Health Training Course (Food Safety Program Training – 1999) or equivalent qualification and experience.
- Demonstrated experience in leading teams and implementing change.
- Excellent customer service skills and computer literacy skills
- Demonstrated and extensive experience in regulatory enforcement or related area.
- Certificate of Competency issued by the responsible authority
- Eligible for membership of the A.I.E.H. (Vic Division)
- Victorian driver's licence.
- Knowledge of Best Value Principles.