SHIRE OF CORRIGIN

Position Information

ENVIRONMENTAL HEALTH OFFICER

Closing date: 4.00pm 11 August 2017

ENVIRONMENTAL HEALTH OFFICER

An excellent opportunity exists for a qualified professional with a minimum 5-10 years' experience to join our dynamic regional group. Qualifications for the appointment as an Environmental Health Officer who meets the requirements of the 'guidelines on the designation of authorised officers' of the *Public Health Act 2016* as published in the *Special Gazette* No. 22 on the 24 January 2017.

An attractive package up to $127K is offered including up to 14.5% superannuation, subsidised housing, and private use of a motor vehicle.

The position is based in Corrigin which offers an excellent country lifestyle less than 2½ hours' drive from Perth.

Further information is available from the Shire Office on 9063 2203 or email shire@corrigin.wa.gov.au. Applications close 11 August 2017.

Rob Paull
CHIEF EXECUTIVE OFFICER

ENVIRONMENTAL HEALTH OFFICER

About the Shire
The Shire of Corrigin is located 235km south east of Perth in Western Australia's Central Wheatbelt. Corrigin is predominately a farming community with broadacre cereal cropping and sheep as its main industries. Corrigin's population is approximately 1,200 with the majority of people living in the townsite.

The Corrigin townsite is well serviced with a hospital, doctor, dentist, district high school, supermarkets, cafes, hardware store, hotel and other retail outlets. Corrigin has excellent recreation facilities including a 50m pool, hydrotherapy pool, football & hockey fields, tennis courts, golf course, bowling greens, parks & playgrounds and a range of other facilities.

About the Region
The Roe region encompasses the Shires of Corrigin Kulin, Kondinin, Narembeen and Lake Grace. The region has a long history of cooperation and shared service delivery including, environmental health, waste management, tourism, recreation and primary health care services.

The Shire of Corrigin currently administers the Roe Health Service Scheme ('Scheme'). The Environmental Health team is made up of 1 FTE and 1 Part time Environmental Health Officer position reporting to the Shire of Corrigin Chief Executive Officer. The following Environmental Health Services is provided by the Scheme:

- General health application enquiries;
- Caravan Park and Camping Grounds Compliance and Licensing;
- Effluent disposal applications;
- Food Premises inspections, enforcement and general enquiries;
- Hairdressing premises compliance;
- Liquor licencing compliance in relation to environmental health requirements;
- Investigation of notifiable diseases;
- Pest Control licencing and enforcement;
- Public building inspections and enforcement;
- Boarding House Licenses;
- Tobacco products compliance;
- Unauthorised discharge issues;
- Waste management coordination;
- Wastewater reuse scheme compliance;
- Water Sampling;
- Compliance and enforcement of Health Act 1911 and subsidiary legislation;
- Training of administrative staff in Environmental Health administration; and
- Any other services broadly consistent with Environmental Health Services.

Our Vision
"Corrigin – strengthening our community now to grow and prosper into the future."

Our Values
A Council and workforce dedicated to working together to provide quality services to our community by embracing the following values:

- Leadership
- Honesty
- Initiative
- Compassion
- Efficiency
- Confidence
- Empathy
- Accountability

Submitting an application

Guidelines
These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

Preparing your application
Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter	State the identifying details of the position together with any relevant information of your availability for an interview. You may wish to summarise your application and emphasis your strongest points and achievements.
Curriculum Vitae (resume)	This is a summary of your work history and should start with the most recent or current position. You should include employment to and from dates, position title and details of duties. Please ensure you include your personal details; name, current address and telephone number. Also include qualifications and training achievements or any study you are currently undertaking and membership of professional bodies.
Addressed selection criteria	It is a requirement of your application that you address the selection criteria for the position you are applying for as outlined in the position description. The selection criteria are the qualifications, experience, knowledge, skills and abilities considered necessary to perform the functions of the position. This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result. An easy way to do this is to use the STAR model - that is: **S**ituation: provide a brief outline of situation /setting **T**ask: outline what you did **A**pproach: outline how you did it **R**esult: describe what the outcomes were.

Referees	Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.
National Police Clearance	This position will require the successful applicant to provide a recent National Police Clearance. Council will reimburse the expense of the successful applicant. The police clearance should have been obtained within the three months prior to applying for or obtaining the position.
Pre- employment medical / physical assessment	In the course of the application and selection process you will be required to undertake a physical or medical assessment relevant to the duties in your position description to ensure we exercise our duty of care to our current and future workforce. Council will nominate an approved Doctor and pay for the cost of the Medical for the successful applicant.
Fit for Work Policy	Council has a Fit to Work Policy which includes drug and alcohol testing. By accepting employment with the Shire of Corrigin employees must agree to abide by this policy which may include undergoing random drug and alcohol tests.

Only photocopies of your qualifications, certificates and the like should be attached to your application – please do NOT send originals. If applying for more than one position, separate applications must be submitted – one application for each position.

Applications will not be accepted after the closing date unless there are valid reasons and these have been communicated to the Shire before the closing day.

Lodging your application:

Email: shire@corrigin.wa.gov.au

By Hand: Shire of Corrigin
9 Lynch Street, Corrigin
Attention: Chief Executive Officer

Post: PO Box 221, Corrigin WA 6375

Canvassing of Councillors will disqualify applicants.

The Shire of Corrigin is an Equal Employment Opportunity Employer and is committed to employing the best applicant for each vacancy.

EMPLOYMENT CONDITIONS

Location	The position is based at the Shire of Corrigin, 9 Lynch Street Corrigin. The position provides services to the Shires of Corrigin, Kulin, Kondinin, Narembeen and Lake Grace. Regular travel between local governments is a requirement of this position.
Industrial agreement	*Shire of Corrigin Enterprise Agreement 2014*
Salary	Up to $90,000
Tenure	Permanent
Hours of work	8.30 – 5.00pm Monday to Friday
Superannuation	Superannuation of up to 14.5% based on 9.5% superannuation guarantee contributions and up to an additional 5% contingent upon the employee's matching contributions. Salary Sacrifice is available on the employee's contributions.
Annual leave	5 weeks as per *Shire of Corrigin Enterprise Agreement 2014* (negotiated)
Personal/carer's leave (recognised as sick leave)	As per *Shire of Corrigin Enterprise Agreement 2014*
Long service leave	13 weeks long service leave after 10 years continuous local government service, transferable between local governments within Western Australia.
Relocation assistance	Council will meet the reasonable costs of the successful applicant's removal expenses (up to $3,500) with 50% reimbursement after 6 months and the balance after the completion of 12 months service.
Housing, telephone & utilities	A modern 3x2 house is offered at subsidised rental and water usage allowance subject to Council policy. A mobile phone is available with limited personal use.
Motor vehicle	Full private use of a motor vehicle within the South West Land Division of WA.
Clothing allowance	$600 p.a. – subject to conditions.
Probationary period	Appointment is subject to a three month probationary period. At the end of the three month period your tenure and conditions of employment will be reviewed. The probationary period may be extended if performance is not satisfactory.
Closing date	4.00pm Friday 11 August 2017 In the interest of fairness and equity, late applications will not be accepted.

Environmental Health Officer
Position Description

Incumbent

Name:

Date Commenced:

Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2014, Level 9.1

Position Summary

To provide an effective and efficient delivery of environmental health services to Councils within the Roe Region.

Requirements of Position

Skills

Developed written and verbal communication skills.
Developed time management and organisation skills.
Developed public relations, interpersonal, problem solving and conflict resolution skills.

Knowledge and experience

Demonstrated knowledge of environmental health related legislation, standards, codes, guidelines and policies.

Local Government experience as an Environmental Health Officer.

Qualifications and/or training

Tertiary qualification in a recognised discipline and/or acceptable qualifications for appointment as an Environmental Health Officer meeting the 'guidelines on the designation of authorised officers' of the *Public Health Act 2016* as published in the Special Gazette No. 22 on the 24 January 2017 (note: Special Gazette No. 22 on the 24 January 2017 can be found on: https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/06264EEAC2C7105B482580B20010A769/$file/Gg022.pdf and is subject to change).

Hold a current "C" (Car) Motor Driver's License.

Key Roles and Responsibilities

Full roles and responsibility and areas of participation are outlined in the Organisational Roles and Responsibilities Matrix that should be read in conjunction with this position description.

The principle responsibility areas of this position are outlined in the table below:

NB The position's principle responsibilities are not listed in order of priority.

Environmental Health Services
Undertake the effective delivery of environmental health services to Councils within the Roe Region
Implement and maintain environmental health programs within Council policies and guidelines.
Ensure a customer focused quality service is provided to the community in relation to all environmental health matters.
Undertake submission of statutory and statistical reports as required.
Council Support
Prepare reports and summaries of activities in a written format for presentation to Council in the monthly Council meeting agenda as required.
Attend Committee and Council Meetings as required.
Develop and maintain strong relationships with key stakeholders.

Other activities and functions the position participates in are found in the Shire's Roles and Responsibilities Matrix, which outlines roles and responsibilities across the Organisation.

Key Performance Requirements

Quality and effectiveness of the environmental health services provided to Councils within the Roe Region.

Quality and effectiveness of relationships with community groups, business and government organisations, ratepayers and residents, and staff.

Standard, accuracy and timeliness of the completion of tasks and compliance with Council policy and statutory reporting requirements.
Level of cooperation and support given to other staff to assist in the provision of quality customer service.

Key projects

Identify and implement effective strategies to improve relationships with internal and external customers, including review of environmental health policies and procedures, forms and public relations information.

Identify and implement effective strategies to improve the overall level of environmental health support to the Councils within the Roe Region.

Organisational Relationships:

Position is responsible to:

Chief Executive Officer

Position supervises:

Not Applicable

Key Relationships:

Internal:
Chief Executive Officer
Deputy Chief Executive Officer
Manager Works and Services
Administration Staff
Other staff as employed from time to time

External:
Commercial operators
Councillors
Other Local Governments
General Public (including Ratepayers and Residents as appropriate)
Government Departments

Extent of Authority

Works under the limited direction of the Chief Executive Officer within established guidelines, policies and procedures of Council as well as statutory provisions of relevant legislation.

Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general.

Signed:

	Signature:	*Date*
Employee		
CEO		

Position Description Review History

Created		
Reviewed and Updated	June 2014	MGC Heather Talbot
Reviewed and Updated	July 2017	GPO Heather Talbot