

# TEAM LEADER, ENVIRONMENTAL HEALTH

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader, Environmental Health
<b>Responsible To:</b>	Manager, City Safety
<b>Council Portfolio:</b>	City Community
<b>Council Program:</b>	Regulatory Services
<b>Classification Level:</b>	Salaried, Level 8

### Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

### Overview of Program

The Regulatory Services Program facilitates safer places for all to enjoy, provides easy access for those who visit and move around our City, and makes the experience of doing business with the City of Adelaide a pleasure.

### Key Relationships / Interactions

<b>Internal</b>	Employees across the Regulatory Services Program City of Adelaide (CoA) employees across all Portfolios, Programs and Teams Major Project Managers
<b>External</b>	SA Police SA Health Emergency Services Local Government Professionals General public including business and property owners

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## Primary Purpose

As part of the Regulatory Services Program, the Team Leader, Environmental Health ensures a safe city environment is maintained, promoted and enhanced through the delivery of Council's regulatory obligations regarding environmental health activities and compliance. The Team Leader implements frameworks that facilitate safe communities and spaces in line with legislative requirements and delivers appropriate responses to breaches ranging from education to enforcement.

## Responsibilities

The Team Leader, Environmental Health is responsible for:

- Leading and managing the Environmental Health team through development, coordination and delivery of these functions in accordance with legislation, Program Plan objectives and Council's strategic directions.
- Implementing appropriate frameworks, strategies and resourcing models to continually enhance the provision of compliance monitoring activities which meet Council's obligations under the *Public Health Act* and *Food Act*, relevant by-laws and Council Policies.
- Exercising delegated authority from Council to administer a wide range of provisions under the *Food Act*, *South Australian Public Health Act*, *Supported Residential Facilities Act*, Environment Protection (Burning) Policy, *Local Government Act*, and relevant Council By-Laws.
- Ensuring the equitable enforcement of local laws and all other relevant legislation
- Facilitating positive outcomes for the community through encouraging a balanced approach of promotion and awareness campaigns, education initiatives and enforcement activities.
- Effective leadership and coaching which promotes a high-performance culture, a focus on positive customer experiences, and consistently delivering quality services to meet Strategic Plan outcomes.
- Identifying systems/process improvement opportunities and in consultation with the Manager, City Safety, lead the development and implementation of plans/programs/strategies which contribute to the ongoing enhancement of service delivery.
- Coordinating, monitoring and evaluating all aspects of the team's activities including management of budgets and preparation of reports and information to meet legislative requirements.
- The ongoing review of existing practices, investigation of improvement opportunities and development and implementation of appropriate systems/processes which enhance delivery and contribute to Program Plan objectives.
- Continuously building the team's capacity through the ongoing identification of individual and team training and development needs, and through applying due diligence during the Performance Management process.
- Liaising with Government Agencies and industry stakeholders to build partnerships which assist to deliver Council objectives, and advocate for positive long-term improvements.
- Providing reports to evaluate performance against KPIs and legislative requirements and deliver insights for continual service improvement.
- Raising community awareness to proactively promote and educate safe practices across relevant functional areas.
- Providing specialist advice to internal stakeholders and participating in cross-Council working groups to develop policies, practices and procedures.

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- Facilitating the timely and effective resolution of customer complaints and breaches of legislation/Council by-laws, including prompt investigation and provision of appropriate solutions and recommendations on service improvement opportunities.
- Implementing appropriate responses to health matters, dangerous structures and emergency situations.
- Contributing to the development of Council's Public Health Plan.
- Ensuring the effective management of staff and Council resources by managing and ensuring compliance with human resources, document management, performance management, WHS, financial and procurement requirements in line with associated policies and procedures.

## Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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## Position Criteria

<b>Qualifications</b>	A tertiary qualification in environmental health, sciences or a related field, and/or commensurate demonstrated experience in lieu of formal qualifications.	<b>Essential</b>
<b>People Management</b>	Experience in providing effective leadership which continually enhances and builds the team's capability and productivity.  Demonstrated ability to mentor and support staff towards their professional development.  Thorough working knowledge of people management practices, policies and procedures.	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	Sound understanding of budget management principles and practices.	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	Working knowledge of <i>Local Government Act, Food Act, Public Health Act, Supported Residential Facilities Act, Environmental Protection (Burning) Policy</i> , and other legislation or willingness to acquire.  Extensive knowledge and experience in a relevant specialist discipline.  Demonstrated ability to apply community education strategies and methods and coach others in their use.  Demonstrated ability to communicate the situations in which compliance should be enforced and acceptable means of enforcement.  Experience dealing with complex issues and their impact on public safety.  Proven experience of managing staff in a legislative environment, and in writing Council reports and procedures.	<b>Essential</b>
<b>Project Management</b>	An understanding of project management principles which underpin the timely development of strategies, projects and programs and assist in cross-functional collaboration.	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	Ability to demonstrate initiative and innovative thinking and problem solving specific to customer- centred solutions.  Positive 'can do' attitude and confidence in implementing new ideas and processes.	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	Ability to autonomously make consistent decisions that reflect legislative imperatives and the strategic priorities of Council.  Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising.  Highly developed complex problem-solving skills.	<b>Essential</b>
<b>Professional Development</b>	A commitment to ongoing professional development and continuous learning.	<b>Essential</b>

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<p><b>Customer Commitment &amp; Integrity</b></p>	<p>Ability to achieve exceptional customer experiences whilst educating, monitoring and ensuring compliance.</p> <p>A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.</p>	<p><b>Essential</b></p>
<p><b>Collaboration &amp; Communication</b></p>	<p>Experience in developing positive relationships and consulting, negotiating and communicating with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>Ability to perceive the political implications of various decision paths before acting and proven ability to integrate across inter-related program or groups to achieve outcomes.</p>	<p><b>Essential</b></p>
<p><b>Administrative Skills</b></p>	<p>A thorough understanding of practices, procedures and outcomes required of a records management system.</p> <p>A high level of organisational and time management skills.</p> <p>An awareness of Workplace Health &amp; Safety issues, standards and actions in the workplace.</p>	<p><b>Essential</b></p>
<p><b>Government Experience</b></p>	<p>Experience working in a government environment.</p>	<p><b>Desirable</b></p>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Task</b>	<b>Office Workstation</b>
<b>Work Area</b>	<b>Various</b>
<b>Physical Demand Rating</b>	<b>Very Light Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting			✓	Ergonomic adjustable chair	<b>Critical Range of Motion:</b> Shoulder to 90° flexion. <b>Lift Capacity:</b> Up to 2kg (ream of paper). <b>Push / Pull Force:</b> N/A <b>Environmental Factors:</b> Indoor. Carpet in most offices. Lift access in most buildings. <b>Task Rotation:</b> Tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. <b>PPE:</b> Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

\*\* **Electronic Offer**\*\* By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.