



Environmental Services Manager

Application Pack

About the Shire of Carnarvon

Carnarvon's unique location makes it a tropical oasis situated approximately 904km north of Perth on the west coast. Carnarvon is commonly recognised for its banana plantations, tropical fruits, fine seafood and warm climate and situated in the heart of the Gascoyne Region on the doorstep of the Indian Ocean. It is the gateway to Australia's Ningaloo Coast, and very close proximity to the Ningaloo Reef and World Heritage areas. Equally, the vast Australian outback will beckon you and a visit to the majestic Kennedy Ranges is not to be missed. With an exceptional climate (average yearly temp of 26°C), and a vibrant and diverse community which offers exciting culinary delights, you need to come to Carnarvon and 'Catch a Taste of the Great Life'

The Organisation

The Shire of Carnarvon is dedicated to providing excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees carry out their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community. We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to work with us brings this CARECHIP with them.

C A R E C H I P

Courage Authenticity Respect Excellence Cohesion Honesty Inclusion Passion

Working with the Shire

The Shire of Carnarvon has a fantastic team of friendly people that you will enjoy working with. We invest in our people by offering ongoing training and development opportunities such as on the job training and mentoring, formal education, short courses, seminars, and workshops.

We provide above award conditions and with access to range of financial benefits and initiatives including salary sacrificing and annual leave travel allowances and more. We value the importance of a healthy work force by offering a variety of health initiatives. Some of which include annual flu vaccinations, annual skin cancer screening, access to gym membership subsidy, shire incentive card that provides free access to the Shire pool for the whole family and discounts to shire hosted events.

Most importantly, we understand the importance of family and that our employees have other commitments and aspirations. This is why we offer a range of benefits and flexible work arrangements so that our employees are able to achieve that perfect work/life balance. We look forward to receiving your application.

Advertisement

Environmental Services Manager

Sea change opportunity for someone looking to progress their career and join the Shire of Carnarvon to coordinate the Health and Ranger services

- Beautiful coastal location
- Competitive remuneration and benefits including a housing subsidy
- Leadership role with a community and environmental focus

THE SHIRE

Located on the coast 900 km north of Perth, the Shire of Carnarvon lies at the mouth of the Gascoyne River on the Indian Ocean. The Shark Bay world heritage area sits to the south of the town and the Ningaloo Reef is to the north. Also known as "the fruit bowl of WA" for the fruit it produces, residents and visiting "foodies" enjoy tropical weather most of the year. Following a restructure and creation of this new role, the Shire is looking to appoint an Environmental Services Coordinator to protect the health and well-being of the community and the environment.

THE ROLE

The Environmental Services Coordinator will be responsible for the practical application of contemporary environmental health knowledge and ensure compliance is met for events, licenced activities as well as public health and safety matters.

REQUIREMENTS

To be eligible for this role you must possess a Bachelor of Science (Environmental Health) or equivalent and be proficient in the interpretation of the relevant legislation and regulations. Effective team leadership skills are also essential and whilst previous local government experience would be advantageous, it is not a requisite. If you have worked within a similar context and are seeking a change – this could be an ideal opportunity for you.

THE PACKAGE

In addition to a competitive remuneration package of \$144,528 (inclusive of superannuation), the successful applicant will also receive a district allowance, housing subsidy, vehicle or vehicle allowance and relocation expenses.

THE PROCESS

To apply please visit www.beilbydtf.com.au quoting reference **470121**.

Interested clients should provide:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing selection criteria (please refer to the Application Pack)

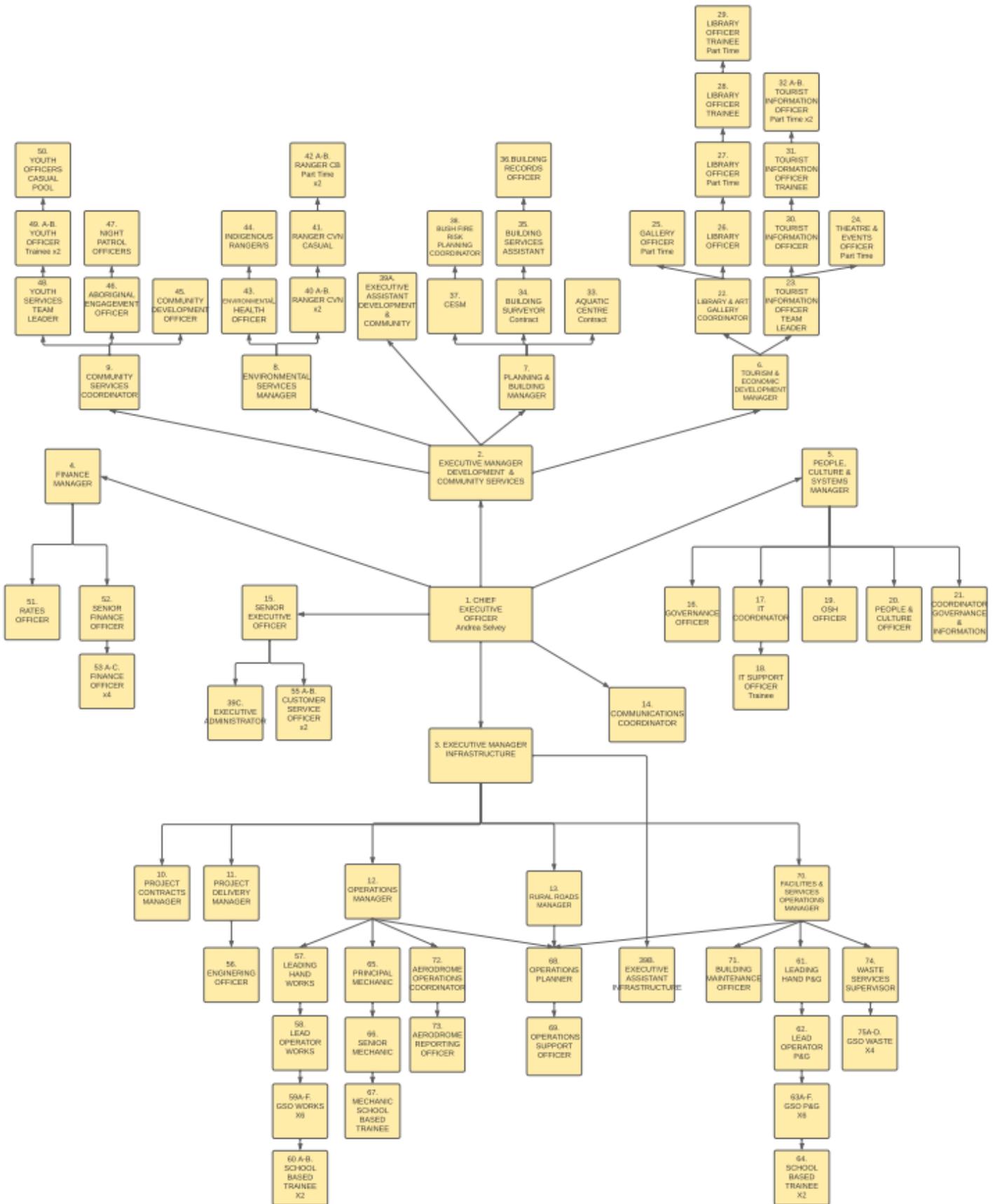
Download an Application Pack by clicking on or copying this link into your browser:
<https://beilbydtf.com.au/application-packs>



For initial enquiries, or for any assistance you may need in making your application, please contact **Sharon Dockery** for a confidential discussion on 08 9323 8817 or email sdockery@beilbydt.com.au.

Applications will close at **4pm AWST on Monday 11 July 2022**.

Organisational Chart



POSITION DESCRIPTION



Environmental Services Manager			
Title:	Environmental Services Coordinator		
Position No:	43		
Band:	8 - Local Government Industry Award 2020		
Remuneration:	Total Package of \$144,528 inclusive of: Salary, Superannuation, additional 2% Superannuation, District Allowance, Housing Subsidy, Vehicle Allowance or Vehicle, Relocation Expenses.		
Reports to:	Executive Manager Development Services		
Direct reports:	Environmental Health Officer x1 Rangers x 3.5		
Division:	Development Service		
Last Reviewed:	People & Culture Officer	Date:	15/06/2022
Approved by:	CEO	Date:	15/06/2022

Our Organisation

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C **A** **R** **E** **C** **H** **I** **P**
 Courage Authenticity Respect Excellence Cohesion Honesty Inclusion Passion

Position Summary

The ideal candidate will demonstrate practical application and communication of contemporary environmental health knowledge through partnering with customers and constructive contribution in a team environment. They will be responsible for providing support and advice to all internal and external customers of the Environmental Services Team (Environmental Health & Rangers), to undertake regulatory functions to ensure statutory compliance, and endeavours to protect the health, wellbeing and safety of the community and the environment. You will coordinate a range of comprehensive environmental health and ranger programs providing regulatory oversight over events, licensed activities and public health and safety matters.

Community Strategic Objectives

Objective 1: Economic – A strong and growing economy, with a thriving regional centre, abundant business opportunities and jobs.

Objective 2: Natural and built environment – A sustainable natural and built environment that meets current and future community needs.

Objective 3: Social – Healthy, safe, and resilient community, where everyone belongs

Objective 4: Cross cultural connections – Acknowledged and celebrated traditional owners and diverse cultures that make up the community.

Objective 5: Civic – Strong and listening Council.

Key Duties and Responsibilities

- ★ Uphold and role model the Shire's organisational values.
- ★ A commitment to a safe work environment and OH&S legislation, policy, and processes.
- ★ Ensure compliance with the *Local Government Act (WA) 1995* and any relevant legislation.
- ★ Ensure all documentation and content is filed in accordance with our Record Keeping System and adheres to our Record Keeping Plan.
- ★ Coordinate, and actively assist in the delivery of a diverse range of environmental health programs and services.
- ★ Coordinate and assist in the delivery of ranger programs and services.
- ★ Encourage and inspire the development of a highly effective, engaged, and professional Department with a clear focus on the delivery of planned outcomes and the continual development of the capabilities and capacities of the individual members of the team.
- ★ Preparing high quality, accurate reports on complex statutory matters that enable fully informed and timely decision-making.
- ★ Assist the Executive Manager in the delivery of good governance, administration, statutory compliance, and strategic direction of the Council.
- ★ Assist the Executive Manager in development, implementation and periodic review of Council's Strategic Community Plan, Corporate Business Plan, and other informing strategies.
- ★ Ensure the provision of professional, timely, effective, and relevant advice across matters of responsibility of the directorate to internal and external stakeholders, as required.

Remuneration and Benefits

The successful applicant will join the Community & Development Team under a new organisational structure. The salary is from \$110,000 per annum.

Other benefits include but not limited to:

\$2,040 p/a District Allowance*

\$12,310.20 p/a Superannuation (Statutory 10.5% from July 2022) p/a plus optional 2%*

\$8,977.80 p/a Vehicle Allowance* or Vehicle

\$5,200 p/a Housing Subsidy*

\$6,000 Relocation Reimbursement

**Cash entitlements*

Leave Entitlements

5 Weeks Annual

2 Local Government days

10 days paid Executive Leave

10 days paid Personal leave

10 days paid Pandemic Leave

38hrs of paid Volunteer Emergency Service Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy

Option to Salary Sacrifice

Annual Travel Assistance

Local Club Membership

\$6,000 Retention Bonus upon completion of 3 years of continuous service.

POSITION COMPETENCIES REQUIRED					
COMPETENCY	FUNDAMENTAL	INTERMEDIATE	ADVANCED	PROFICIENT	HIGHLY PROFICIENT
DESCRIPTION	Fundamental skills applied in the workplace which are primarily learnt on the job.	Demonstrated capability in the skill area, either through experience gained on the job or through coursework.	Advanced skills include those performed at a higher functional level, or in a wider range of unpredictable circumstances.	Proficient skills are developed over longer periods of time or require coursework/licences achieved outside of the workplace.	Highly proficient skills are applied in more complex situations, in more senior capacity or other leading manner in the workplace.
CORE COMPETENCIES					
Communication Skills	Highly Proficient: Highly developed interpersonal skills, including leading and motivating with the ability to work as part of a team, including providing support to teams				
Time Management	Proficient: Develop and implement short-, mid- and long-term outcomes for the work area(s).				
Conflict Resolution	Proficient: Able to identify potential conflict ahead of time and put strategies in place to prevent conflict occurring between stakeholders, or to resolve conflict where there is little common ground.				
Planning and Organisation Skills	Proficient: Has scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has line management responsibility.				
Safety Procedure	Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits, and trains other in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first.				
JOB SPECIFIC COMPETENCIES					
Administration Skills	Advanced: Advanced knowledge of software and office systems. Able to train and coach others in the use of systems, including outside of the immediate work area.				
Supervision Skills	Proficient: Control and coordinate a section, department or significant work area using leadership, evaluation, and monitoring skills. Lead and motivate employees in different teams or locations.				
Project Management	Highly Proficient: Technical employees manage more complex projects involving people and other resources. Professional employees manage minor projects involving employees in lower levels and other resources.				
Policy and Procedure Development	Proficient: Have substantial influence on policy development for policies that impact the community, organisation, businesses, or other stakeholders within the region.				
Policy or Legislative Interpretation	Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirement across multiple work areas.				
Report Writing	Advanced: Provide expert advice, decision making, and oversight of reports produced in the work area.				
Budgeting Skills	Highly Proficient: Manage budget for the Department, including formulating budget and monitoring expenditure. Will have scope to reset priorities or resources of functional areas to achieve budget requirements.				
Customer Service Skills	Advanced: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis.				
Management Skills	Proficient: Focus of the role is on the management and leadership of several significant functions at a senior executive level.				
Decision Making Skills	Proficient: Establishes and oversees the framework (strategy, work plans, priorities) for decision making and problem solving. Decisions made impact multiple areas within the business and external stakeholders.				

Selection Criteria

Education

Bachelor of Science (Environmental Health) or equivalent qualifications acceptable to the Executive Director of Public Health for an appointment as an Environmental Health Officer under the *Public Health Act 2016*.

Experience

- Extensive working experience in the implementation, and ability to interpret relevant legislation.
- An Authorised Person and Inspector for community noise (under sections 87 & 88 of the Environmental Protection Act 1986)

Leadership and Communication skills

- Proven experience leading, motivating and empowering a team to achieve organisational outcomes.
- Ability to effectively communicate, both verbally and in writing to a range of stakeholders including members of the community, Council Officers, Government Departments and Commissioners/Councillors.



Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your submission.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter addressing the selection criteria and outlining your interest in the position.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **470121**.

It is anticipated applications will close at **4pm AWST on Monday 11 July 2022**.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues who can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS:

Interviews will be conducted via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Shire of Carnarvon maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:

The Shire maintains a website www.carnarvon.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:

For further information about the role please contact Sharon Dockery, Senior Consultant – Beilby Downing Teal on 08 9323 8817 or sdockery@beilbydt.com.au.

