



**Position Description
(Including selection criteria)
October 2023**

Team Leader Environmental and Regulatory Services

Shire of McKinlay
PO Box 177 Julia Creek 4823
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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations.

POSITON DESCRIPTION

Team Leader Environmental and Regulatory Services

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| Title: | Team Leader Environmental and Regulatory Services |
| Department: | Environment and Regulatory Services |
| Salary: | 3 year Contract- \$100,000/annum, plus subsidised accommodation and work vehicle (Including private use within shire) |
| Reports to: | Director Engineering and Regulatory Services |
| Hours: | Mon to Fri 8.30am – 5pm (1 hour lunch) |

Position Objectives

a) Objectives of Position

The primary objective of this position is to manage Building Assets, , Environmental Compliance, Regulatory and Planning Services. This will include the interpretation and application of State legislation, Councils Local Laws and Policies.

b) Within Organisation

To contribute to the efficient and productive operation of the local Government organisation and to maintain and foster team spirit amongst those in the working environment

Duties & Responsibilities

- Manage Council's obligation under the Food Act 2006. This includes engaging and managing contractors to carry out inspections and assessments of food premises.
- Manage Council's property asset maintenance. This includes inspections of council buildings, management of Handyman/Trades Assistant and maintenance budget.
- Assess and manage Council's requirements under the Planning Act 2016 in consultation with Council's Town Planner.
- Manage new Building and Plumbing Applications submitted to Council by Private Certification Company.
- Oversee Council's water and sewerage operational requirements for compliance.
- Oversee Council's local law requirements for compliance
- Prepare Council reports relating to the areas managed within the role.

- Participate as a member of the Engineering and Regulatory Services Team to achieve its objectives including the provision of backup support to the Director to achieve priority workload goals, and to assist with research, investigations, and enforcement, and to contribute to the continuous improvement of team effectiveness.
- Provide good customer service to internal and external clients and stakeholders to maintain and enhance productive working relationships.
- Provide customer focussed technical, legislative, and operational advice and information to internal and external clients to resolve enquiries and the investigation of issues associated with the team's activities.
- Plan and organise daily activities to meet team and legislative requirements and comply with organisational and operational procedures.
- Proactively contribute to the ongoing review, development and continuous improvement of the Team's processes and objectives by ensuring continual improvement in individual and team performance, through the provision of support and on the job training for other team members.
- Develop and maintain effective working relationships with other areas of Council and other stakeholders that provide complimentary and support services to the team, to enhance service delivery.
- Directly supervise the operations of Asset Maintenance, Stores, Local Laws and Water and Sewerage ensuring compliance with the relevant Council policies and procedures.
- Undertake Environmental and Regulatory staff performance appraisals in conjunction with Director of Engineering and Regulatory Services.

Organisational Relationship

a) Accountable Supervisor:

Director Engineering and Regulatory Services

b) Liaises with internally:

Shire Ranger
 Works Manager
 Workshop Supervisor
 WHS Officer
 Depot Administration Officer
 Parks and Gardens Supervisor
 Consultants and Contractors
 Corporate and Community Services staff

c) Liaises with externally:

Members of the public/community
 Consultants and Contractors

d) Supervises:

Handyman/Trades Assistant
 Stores Officer
 Local Laws Officer
 Water and Sewerage Officer

e) Relieves:

Nil

ACCOUNTABILITY AND EXTENT OF AUTHORITY

| | |
|------------------------------|---|
| Management Responsibilities: | In accordance with stated objectives, guidelines and relevant statues and policies of Council |
| Statutory Responsibilities: | Acts relevant to the role |
| Expenditure: | As per financial delegation |
| Resources Controlled: | Nil |

Judgement

Effectively undertake the responsibilities and duties to achieve the key outcomes detailed in the Key Outcomes section of this document.

Performance Indicators

- ✓ Completion of all duties in a timely and effective manner.
- ✓ Prompt reporting of any difficulties encountered to the Accountable Supervisor;
- ✓ Compliance with all policies and procedures applying to the duties of the position;
- ✓ Compliance with all Workplace Health and Safety standards;
- ✓ Compliance with the adopted Code of Conduct;
- ✓ Punctuality and courtesy at all times;

Conditions of Employment

Conditions of employment are in accordance with the Queensland Local Government Industry (Stream A) Award State 2017 and the McKinlay Shire Council Code of Conduct and its associated policies

- The employee must satisfactorily discharge employment obligations, including the competent discharge of assigned duties and exercising of delegated responsibilities.
- The employee must wear all necessary safety equipment and receive any necessary vaccinations and inoculations to reasonably protect the employee from workplace hazards.
- The employee must at all time work safely and with consideration for others in the workplace.
- The employee must maintain confidentiality of information to protect Council's interests and sign a deed of confidentiality.
- The employee must not take any Council equipment, stores or supplies away from the workplace without permission from the incumbent's supervisor.
- The employee must abide by other conditions as identified in the letter of appointment (i.e. the letter will be appended to this positions description).

Selection Criteria

SC1 Skills/Requirements

- Ability to work unsupervised.
- Ability to supervise members of Environmental and Regulatory Team.
- Well developed communication skills with a strong customer focus
- Ability to present a positive image of Council
- Able to meet the physical requirements of the position

SC2 Qualifications and/or Relevant Experience:

- Current Queensland "C" class driver's licence
- Local government experience in the fields of environmental health and management, local laws, building or planning essential
- Ability and willingness to undertake certificate level training in the environmental, planning, health and building related fields

SC3 Knowledge

- Developing knowledge in a range of environmental, regulatory, building and planning related areas.
- Excellent organisational, time management, analytical and problem solving skills.
- A high standard of verbal communication and interpersonal skills to effectively work and participate in a team based environment, liaise and negotiate with a variety of internal and external stakeholders and clients and provide good customer service.
- Advanced written communication skills to effectively prepare correspondence and reports and present points in a logical manner.
- A genuine interest, knowledge and understanding of environmental health practices and emerging issues.

WORKERS COMPENSATION REQUIREMENTS

As a condition of acceptance, the appointee must disclose pre-existing illnesses or injuries prior to employment; failure to do this may remove the appointee's entitlement to any future Workcover compensation.