



BA TOWN COUNCIL

HEALTH INSPECTOR ROLE DESCRIPTION

MUNICIPAL COUNCIL

ABOUT THE JOB

Job Title	Health Inspector
Contract duration	Three (3) years
Reports to	Head of Services

ABOUT BA TOWN COUNCIL

Our Vision

To enhance business and community development in Ba District through social, economic, sustainable and Green methods.

Our Mission

- To deliver the statutory responsibilities of the local government.
- To facilitate access to a healthy and green environment.
- To promote health, welfare and convenience of the people of Ba.
- Provide a well maintained range of Community leisure and recreation facilities for the enjoyment of the Community.
- To promote more investments and developments for the district and create employment opportunities.
- To work hand in hand with business house to further develop business in Ba
- To improve infrastructure and amenities in Ba Town.
- To create disaster resilient community

Values

Ba Town Council's work will be governed in accordance with the Local Government Act and other related Acts and Regulations, Council will take respective actions to ensure that the Council is in line with the Central Government.

Furthermore, council will implement and enforce relevant Local Government and Town Planning Legislations and by-laws to enhance business and community development which confines to Social, Economic, Sustainable and Green method growth.

THE POSITION

Ba Town Council invites suitably qualified and eligible applications for Health Inspector for the Ba Municipality.

ROLE DESCRIPTION

Health Inspector is responsible for the protection, promotion and improvement of the environment and public health of Ba Town. This position requires a highly motivated person with commitment to quality customer service to join the Services Department. The role requires overall enforcement of legislations pertaining to environment and public health, and someone who is able to work both independently and as part of a team. Health Inspector will be required to work closely with key stakeholders to ensure that the strategies and goals of the Services Department and the Council is achieved to ensure environmental friendly, healthy and safe Ba Town for everyone.

KEY RESPONSIBILITIES

The duties of Health Inspector include:

- Ability to interpret and enforce relevant legislations including Local Government Act, Public Health Act Cap 111, Food Safety Act 2003 and Food Safety Regulation 2009, Litter Act 2008, Tobacco Control Act 2010 and other by Laws of the Council
- Issue Fixed Penalty Notices and Institute legal actions against offenders and attend court proceedings as council's witness.
- Carry out general food safety works and conduct restaurant grading of eateries.
- Waste management and 3R Promotion activities.
- Carry out community awareness.
- Inspection of premises including residential, commercial, industrial, hotels, food businesses, vacant lots, hair dressers, swimming pools etc.
- Periodic inspection of council's properties to ensure its upkeep and maintenance including market, bus station, conveniences, parks, landfill site, drains and reserves.
- Carry out disease surveillance, investigations and vector control works
- Attend to environment and public health grievances.
- Scrutinize building plans, conduct drainage and completion inspections.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- Ability to present accurate, concise and timely correspondence and reports.
- Maintain high level of work ethics.

- Achieve targets in terms of issuance of notices and legal actions.
- Transparency and accountability.
- Ability to resolve grievances in timely manner.
- Community and stakeholder engagement.
- Health Promotion and Awareness programs implemented.
- Demonstrated ability to introduce innovative practices and programmes to improve a range of environmental health issues.

PERSON SPECIFICATION

- These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included.
- Must be of impeccable integrity, be physically fit and in sound health, with a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.
- In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. A tertiary qualification of Bachelor in Environmental Health. A practicing Health Inspector or Senior Assistant Health Inspector and have at least 2-3 years' experience.
2. Valid Group 2 Driving License is mandatory.
3. Applicants need to be members of Fiji Institute of Environmental Health and registered with Fiji Allied Health Society.
4. Must be authorized Food Safety Officer under section 33 of Food Safety Act 2003.
5. Demonstrated ability to interpret and apply legislation in the conduct of duties.
6. Experience on preparation of notices and enforcement work
7. Excellent customer service and time management skills with the ability to prioritise workloads
8. Demonstrated communication skills to a range of audiences including negotiation, dispute resolution and problem solving skills.
9. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders
10. Ability to make independent decisions, having regard to policy guidelines and organisation practice.
11. Have sound knowledge of relevant policies/procedures of council, governing laws and standards in the field of Environment and Public Health.

Skills and Abilities

1. Have good oral and written communication skills.
2. Ability to work under pressure and deliver within timeframe.
3. Ability to handle difficult situations to achieve positive outcomes.
4. To be computer literate.
5. Ability to make informed decisions.

YOUR APPLICATION

To ensure that your application is given due consideration, we request that you submit the following as your application:

- ☐ Your completed Application Form; (attached)
- ☐ A covering letter (no longer than 2 pages) outlining how you meet the knowledge, skills and abilities outlined in the Job Description
- ☐ A full curriculum vitae, which should be no more than 4-6 pages in length and which includes the names of two referees.

Please email the Application Form, your Covering Letter and Curriculum Vitae to **Ms Priya Singh** – priyas@batowncouncil.com.fj **by 3.00pm, 15 October 2021.**