



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION : TITLE – HEALTH INSPECTOR (2 POSITIONS)

CORPORATE INFORMATION

1. **Position Level:** Tech 2
2. **Remuneration:** Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. **Duty Station:** Civic Centre Building, 169 Vitogo Parade, Lautoka
4. **Reporting Responsibilities;**
 - a) **Reports To:** Directly reports to the Team Leader Health (previously known as Manager Health Services)
 - b) **Liaises with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, Stakeholders, other agencies, NGO's
 - c) **Subordinates:** Secretary to Head of Services, Landfill and Garbage Collection Staffs

ROLE PURPOSE

Health Inspector is responsible for the protection, promotion and improvement of the environment and public health of Lautoka City. 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 Lautoka City for everyone.

KEY RESPONSIBILITIES

The duties of Health Inspector includes:

- 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 and resolve environment and public health grievances.
- Scrutinize building plans, conduct drainage and completion inspections.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ability to present accurate, concise and timely correspondence and reports.
2. Maintain high level of work ethics.
3. Achieve targets in terms of issuance of notices and legal actions.
4. Transparency and accountability.
5. Ability to resolve grievances in timely manner.
6. Community and stakeholder engagement.
7. Health Promotion and Awareness programs implemented.
8. 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.

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 5 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 polices/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.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.