



POSITION DESCRIPTION

COORDINATOR ENVIROMENTAL HEALTH

POSITION DETAILS

Position No.	000038	Directorate	Environment, Development and Community
Employment Status	Ongoing	Location	Council Offices, 98 Beach Road, Kingston
Department	Environmental Services	Classification	Executive Officer Level 2

POSITION OBJECTIVES

This position is responsible for:

- managing the strategic and operational objectives of the Environmental Health Unit;
- the prioritisation, implementation, monitoring, review and assessment of community-based public and environmental health strategies and projects; and
- effectively enforcing the requirements of relevant legislation to enable Council to meet its statutory and strategic obligations and mitigate public and environmental health risk.

KEY FUNCTIONS AND RESPONSIBILITIES

- Manage the Environmental Health Unit by allocating resources, overseeing operations, and monitoring quality, consistency, and compliance with regulatory timeframes.
- Lead and deliver high-quality, customer-focused environmental and public health programs by ensuring legislative compliance, fostering a culture of service excellence, integrating with other Council functions, providing strategic advice, and supervising team operations for effective planning and decision-making.
- Provide strong leadership and professional guidance through mentoring, staff performance management, recruitment, recognition, and coordination of professional development opportunities.
- Coordinate the development and review of the Unit's Operational Plan, ensuring achievement of goals and objectives within agreed timeframes, including forward planning and delivery of strategic projects and proactive public health initiatives.

- Develop, review, and maintain strategies, policies, programs, systems, and procedures to strengthen consistency and strategic direction within the Unit.
- Act as the primary contact for public health and infection control advice in emergency management planning and pandemic preparedness, including development and maintenance of relevant procedures.
- Assist the Manager Environmental Services to develop, manage, and monitor the Unit's annual budget, ensuring accurate forecasting, allocation, and accountability.
- Ensure compliance with all statutory, legislative, legal, risk management, and policy requirements associated with environmental and public health programs and Council.
- Actively contribute to regional and State policy development and review processes relating to public and environmental health.
- Prepare reports and provide professional advice on environmental health matters, including attendance at Council meetings as required.
- Implement the responsibilities and associated performance requirements of formally issued Instruments of Delegation.
- Ensure compliance with WH&S policies and procedures by identifying and addressing hazards, reporting risks, and promoting awareness among team members.
- Undertake other duties as directed, within the scope of skills, competence, and training.

Authority and accountability: This position will make decisions for which it will be held accountable. The position is responsible for leading the direction of various environmental health programs and managing the general work flow of the Environmental Health Unit.

Judgment and problem solving: This position is responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. It requires a high level of independent decision making. The position will provide policy advice to senior management and develop and review policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position reports to the Manager Environmental Services. The position works collaboratively with other technical and professional staff within Council in carrying out its duties.

2. **External** – The position is responsible for developing strong relationships with key community stakeholders, other councils, Government agencies.
3. **Direct Reports** – There are four direct reports to this position, including Environmental Health Officers (3), and the Administration and Immunisation Officer.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

1. Tertiary qualifications in Environmental Health, and eligibility for membership with Environmental Health Australia.
2. Extensive experience in environmental and public health including a comprehensive knowledge of relevant legislation, regulations, policies and standards.
3. High level skills and experience in investigations and enforcement, auditing and regulating activities that are licensed, registered or approved by Council.
4. Demonstrated experience or the ability to lead and manage teams, including performance management, staff development, and fostering a positive workplace culture.
5. Comprehensive experience in developing and implementing strategies, policies, and operational plans aligned with organisational objectives.
6. Proven ability to analyse complex information and develop innovative solutions and sound advice to achieve strategic and operational objectives.
7. High-level communication and interpersonal skills, with the ability to provide technical and professional advice, reports and written correspondence.
8. Demonstrated experience in community relationship building, including advocacy, education, negotiation and dispute resolution related to environmental health matters.
9. Commitment to workplace health and safety, including hazard identification and promoting a safe work environment.

Licences

1. A current driver's licence
2. A Working with Vulnerable People accreditation or ability to obtain it.

Desirable

1. Comprehensive knowledge of the legislative framework within which Council operates and demonstrated ability to interpret and apply relevant legislation, guidelines, standards, codes of practice, policies and By-laws relevant to the role.
2. Experience in developing, managing, and monitoring budgets and resource allocation.

3. White Card- Working Safely in the Construction Industry