



Position Description – Manager Community Health and Safety

Division	Engaged Community
Portfolio	Community Health and Safety
Business Unit	Community Health and Safety
Level	Leadership
Reports To	General Manager Engaged Community
Prescribed Position	Yes

Position Objective

As a member of the Leadership Team, this role contributes to the strategic direction of the organisation in developing and delivering its Community Vision.

In particular the position leads our Community Safety, Environmental Health and Immunisation teams that have primary responsibility for contributing to the safety and wellbeing of our community.

Key Responsibilities

- Contribute to Council's strategic direction to ensure the organisation is achieving our community's aspirations and meeting its statutory obligations in respect to community health and safety activities.
- Prepare, implement and monitor the success of the annual Community Health and Safety Portfolio Plan having regard to the organisation's strategic plan objectives and effectively manage the preparation and control of the Portfolio's annual recurrent and project budgets.
- Develop and maintain systems, policies, procedures and strategic plans to provide for contemporary administration of legislative requirements relating to animal management, parking management, By-laws, community safety, public health and food safety functions and ensure alignment with strategic directions.
- Represent the organisation to Government and relevant industry bodies as Council's spokesperson advocating for best practice community health and safety outcomes, including the receipt of suitable Government funding for service delivery.
- Coordinate legal processes to enforce compliance with the statutory requirements administered within the Portfolio and represent the organisation in court proceedings as appropriate.

- Develop and maintain collaborative relationships to partner with a range of internal and external stakeholders, including developing key relationships with elected members, which provide a high degree of confidence in the professional advice and services performed by the Portfolio.
- Oversee the preparation of reports and investigations for Council and relevant Council Committees and attend meetings as required.
- Provide leadership to the Portfolio, positively influencing teams and individuals, negotiating solutions and managing team and individual performance to achieve high quality results.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- An innovative, agile and dynamic mindset.
- Strong business acumen and politically astuteness.
- Empowering leader who develops, coaches and provides appropriate feedback to ensure others reach their full potential.
- Authentic leader who builds constructive relationships with people at all levels across the organisation.
- Exceptional interpersonal, negotiation and influencing skills.
- Excellent verbal and written communications skills.
- Exceptional commitment to customer experience excellence and passionate for delivering positive outcomes for the community.
- Well-developed time management, problem solving and decision making skills.
- Highly capable in the use of contemporary technology relevant to the position.
- Demonstrated behaviour consistent with organisational values.

Knowledge

- Comprehensive knowledge of legislative framework and political processes in a Local Government environment.
- Sound knowledge of the disciplines of environmental health, community safety and immunisation, including the application of relevant legislation and contemporary practices.
- Sound knowledge of the principles underpinning public health and animal management strategic planning and the effective delivery of committed actions.
- Sound understanding of Council's role and function and strategic directions.

Experience

- Experience in managing a diverse range of functions and in the effective management of staff.
- Experience in the management of local government public health and/or community safety services.
- Experience in the interpretation and administration of statutory functions relevant to the portfolio.

Qualifications & Requirements

A tertiary qualification in a relevant discipline, or a related field and/or at least 10 years of demonstrated experience in lieu of formal qualifications.	Essential
A Masters in Business Administration or similar post graduate qualifications.	Desirable
Child Safe Environments Training.	Essential
Working with Children Check (WWCC).	Essential
Nationally Coordinated Criminal History Check (Police Check).	Essential