



Position Description – Coordinator Environmental Health

Division	Engaged Community
Portfolio	Community Health & Safety
Business Unit	Environmental Health
Level	7
Reports To	Manager Community Health & Safety
Prescribed Position	Yes

Position Objective

The Coordinator Environmental Health is responsible for effectively leading, coaching and motivating a team of professional officers to develop, implement, promote and coordinate a broad range of public health activities and programs. This role is pivotal in shaping the future direction of the team through the development and implementation of key strategies aligned with our Community Vision and Organisational Plan, focused on progressive and contemporary service delivery and customer experience excellence.

With a focus on emerging and future-proofed practices, this role will lead the evolution of public health strategies aligned with Council's Vision and priorities. It will provide genuine people leadership and will give independent direction, foster capability development, and champion new ways of working to meet organisational objectives and statutory obligations.

A courageous, caring, and progressive leadership position, this role will cultivate a collaborative and high performing team culture, promoting excellence in public health and delivering outstanding customer experiences for our community.

Key Responsibilities

- Provide autonomous leadership to a diverse team, managing people leadership responsibilities, regulatory functions and driving innovation to enhance efficiencies and effectiveness.
- Model a high standard of work performance to foster a progressive, collaborative team environment encouraging motivation, initiative and enthusiasm.
- Link the team's purpose to our Community Vision and Organisational Plan, fulfilling our statutory obligations in a way that reflects the needs of our community.

- Lead with passion and care, creating a team culture that reflects our organisational values, and embraces best and emerging practices within the Council's philosophy of education, encouragement and enforcement.
- Lead best and emerging regulatory practices amongst the team, with a dedicated focus on innovation, high performance and a commitment to the delivery of a positive customer experience.
- Demonstrate adaptability and flexibility in high customer contact team, being the principal source of advice on public health matters, ensuring that relevant legislation is accurately interpreted and effectively applied and expert advice communicated to customers, team members, senior leaders and Elected Members.
- Make autonomous and independent decisions, having regard to legislation, policy, procedures, guidelines and organisational/industry best and emerging practice.
- Provide people leadership, building capability through individual and team development to meet the needs of the organisation and community.
- Actively monitor and communicate legislation to build understanding across our community and within our organisation, providing leadership and visibility so amendments are fully understood, and the Environmental Health Team is prepared to respond in real time.
- Create and implement improvements to existing and new systems which improve efficiency and effective delivery of services for customers as the primary focus.
- Establish effective partnerships across our organisation, as well as Local and State Government agencies and other relevant stakeholders to ensure that services delivered to our community are provided co-operatively, collaboratively and efficiently.
- Implement and manage contracts that are relevant to the Environmental Health Team.
- Prepare court proceedings for consideration for follow-up and represent Council as necessary.
- Manage the delivery of Council's Immunisation Programs including ensuring vaccines are delivered in accordance with legislative requirements, managing external funding arrangement and service levels are achieved in a cost-effective method.
- 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.

- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.
- 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

- Strong people leadership skills, including high level ability to lead, drive accountability motivate and create high performing teams.
- Enthusiastic, resilient, and customer focused who possesses a positive solution oriented attitude.
- Excellent organisational skills with the ability to prioritise tasks and meet multiple conflicting deadlines.
- Ability to use initiative, think strategically and generate innovative solutions and ideas.
- Excellent verbal and written communication skills.
- Demonstrated ability to monitor, evaluate and develop teams.
- Have a detailed understanding of and commitment to continuous improvement and exceptional customer experience.
- Ability to prepare, maintain and monitor a budget.
- Highly developed conflict management skills and effective negotiation and mediation skills.
- Ability to exercise objective professional judgement, with a degree of delegated decision-making authority and an awareness of the political dimensions of services and decisions.
- Highly capable in the use of contemporary technology relevant to the position.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Comprehensive knowledge of relevant legislation and contemporary practices as they relate to the operation of the department.
- Sound understanding of Council's role and function and strategic directions.

Experience

- Extensive experience in the field of environmental health, including preventative health initiatives.
- Experience in leading and motivating a team.
- Experience in managing team development and performance and implementing change to increase efficiency, legislative compliance and/or customer experience.

Qualifications & Requirements

A tertiary qualification in Environmental Health, or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
A recognised qualification in Leadership and Management.	Desirable
Working with Children Check (WWCC).	Essential
Child Safe Environments training.	Essential
Car Licence.	Essential
Out of hours work is required to respond to operational or community needs.	Essential