



Position Description

Public Health Coordinator

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.



Position Details

Title	Public Health Coordinator
Position Number	249
Directorate	Community Planning
Reports to	Manager Community Safety
Employment Type	Fixed Term Contract
Industrial Instrument	City of Busselton Industrial Agreement
Level	Negotiated Contract

Position Overview

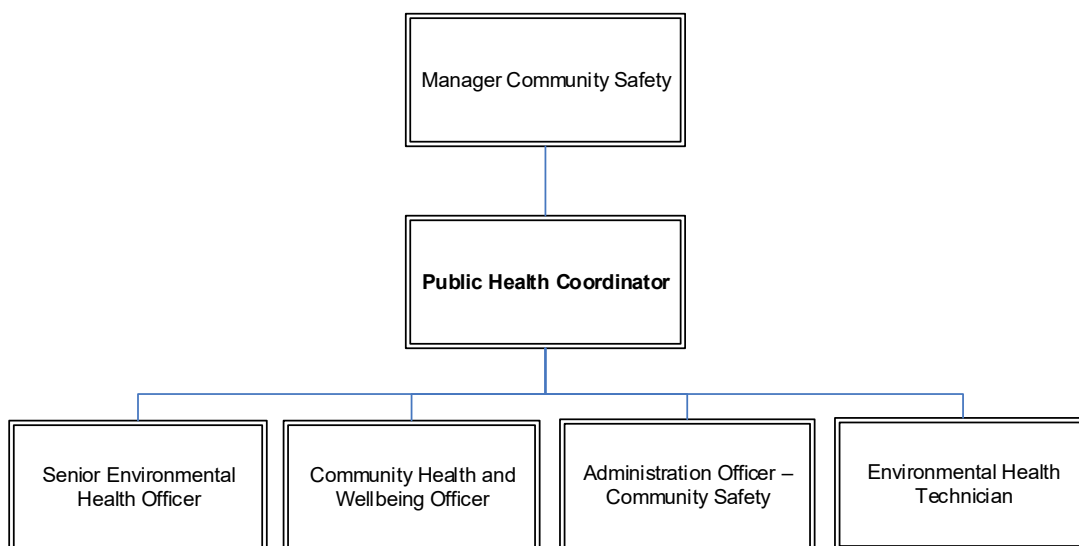
Summary of the key objectives of the position.

The Public Health Coordinator leads the delivery of the City of Busselton's Public Health Services, ensuring regulatory functions, public health programs and strategic initiatives are delivered in a professional, timely, customer-focused and cost-effective manner.

The position provides leadership to the Public Health Team and is responsible for the planning, coordination and continuous improvement of environmental health, public health and health promotion activities that protect and improve community health and wellbeing.

The role supports the achievement of the City's strategic objectives through effective service delivery, stakeholder engagement, legislative compliance, workforce leadership and implementation of evidence-informed public health initiatives.

Reporting Relationships



Key Duties and Responsibilities

Leadership and Team Management

- Lead and coordinate the day-to-day operations of the Public Health Team to ensure services are delivered safely, effectively and in accordance with legislative requirements and City policies.
- Provide visible leadership through coaching, mentoring, performance development and workforce planning to foster a positive, accountable and customer-focused team culture.
- Monitor team performance and workload allocation to ensure effective service delivery and achievement of business objectives.
- Develop, implement and review operational procedures, policies and systems to support continuous improvement and business excellence.
- Contribute to the development, implementation and monitoring of business plans, budgets and performance measures.
- Monitor operational expenditure and ensure resources are managed efficiently and within approved budget allocations.
- Coordinate implementation of relevant corporate actions, strategic initiatives and business unit projects.
- Work collaboratively across the organisation to address multidisciplinary issues and support achievement of corporate objectives.
- Act as Deputy to the Manager Community Safety and provide operational leadership as required.
- Attend Council meetings, committee meetings, public meetings and stakeholder forums as required.

Public and Environmental Health Coordination

- Coordinate the delivery of Public Health services to ensure compliant, professional, timely, customer-focused and cost-effective outcomes.
- Administer and enforce relevant Public Health, Environmental Health and Food legislation in a fair, consistent and proportionate manner.
- Exercise delegated authority as an Authorised Officer under relevant legislation and ensure statutory functions are undertaken in accordance with legislative requirements and City policies.
- Manage regulatory investigations, enforcement processes, notices, infringements and prosecutions as required.
- Prepare evidence and act as an expert witness in legal proceedings where required.
- Oversee the assessment of development applications, building proposals and other referrals to ensure compliance with relevant public and environmental health legislation.
- Coordinate responses to public health incidents, complaints and emerging health risks in a prompt, professional and empathetic manner.
- Monitor emerging public health issues, legislative changes and industry trends to inform service delivery and continuous improvement.
- Maintain productive relationships with regulatory agencies, health services, industry representatives and community stakeholders.

- Coordinate professional development activities within the Public Health Team and maintain contemporary knowledge of relevant legislation, practices and emerging public health issues.

Strategic Public Health and Project Coordination

- Lead the planning, delivery and evaluation of public health projects and initiatives that support improved community health and wellbeing outcomes.
- Develop and implement evidence-informed programs and initiatives that address identified health priorities and community needs.
- Monitor and analyse relevant health data, trends and community information to support decision-making and strategic planning.
- Coordinate partnerships with government agencies, health providers, community organisations and other stakeholders to enhance public health outcomes.
- Lead cross-functional projects and initiatives that contribute to the City's strategic objectives and public health priorities.
- Oversee project planning, budgeting, reporting and evaluation to ensure accountability and effective delivery.
- Lead the development, implementation, review and reporting of the City of Busselton's Community Health and Wellbeing Plan, ensuring actions are strategic, achievable, measurable and contribute to improved health and wellbeing outcomes for the community.
- Prepare reports, briefing notes and recommendations for Council and Executive Leadership as required.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate/or obtain the below competencies:

- Qualification in Environmental Health, Public Health, or a related field.
- Significant leadership and people management experience, including staff supervision, performance management, mentoring and team development.
- Eligible for appointment as an Authorised Officer under the *Public Health Act 2016*.

- Eligible for appointment as an Authorised Person and Inspector under *the Environmental Protection Act 1986*.
- Demonstrated experience in environmental health, public health or regulatory services, including in the interpretation and application of relevant legislation.
- Experience in policy development, strategic planning and organisational continuous improvement.
- Knowledge of risk assessment and risk management principles relevant to public health and local government.
- Highly developed written and verbal communication skills, including report writing and stakeholder engagement.
- Strong problem-solving and decision-making skills with the ability to manage complex and sensitive matters.
- Highly developed interpersonal, stakeholder engagement and customer service skills, with the demonstrated ability to manage complex matters, competing priorities, statutory deadlines and organisational outcomes.

Authorities

This position operates under the limited direction of the Manager Community Safety within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old.
- Proof of right to work in Australia.
- Current C Class driver's licence.

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment.