

Position Description

Position Title	Coordinator Environmental Health
Position Number	EHSN03
Directorate	Planning and Development
Business Unit/s	Development Services
Reports to	Service Lead Built Environment & Health
Classification	Level 9 Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

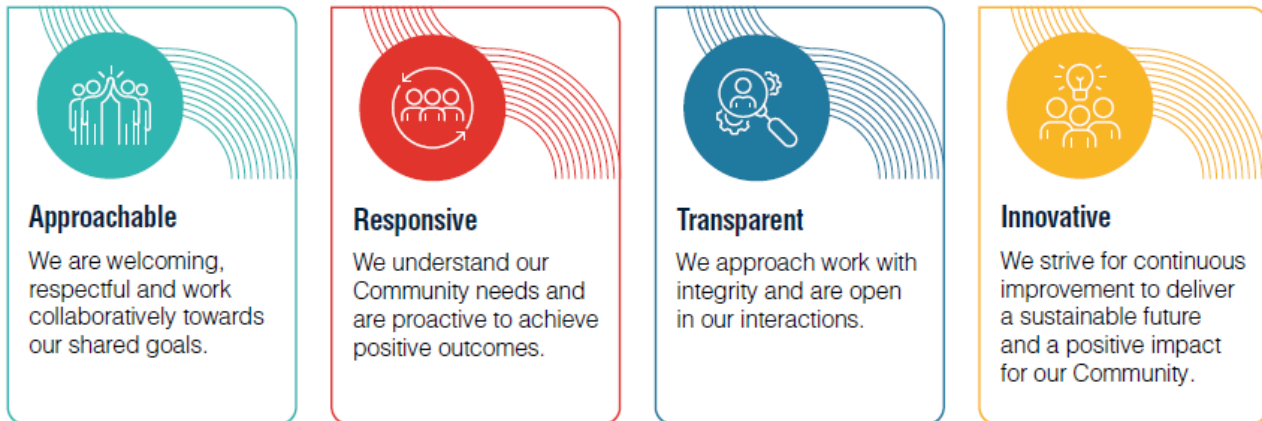
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Service Lead Built Environment & Health.

Business Unit Objective

To protect, promote and maintain public health to improve health and wellbeing throughout the City.

Position Overview

The Coordinator Environmental Health provides leadership and direction for the City's environmental health services, delivering regulatory functions that protect public health and ensure compliance with legislative requirements. The position is responsible for statutory inspection and surveillance programs, risk-based investigations, public health assessments and complaint management, while maintaining high levels of customer service and community confidence. The role leads a capable and engaged team, promotes a positive workplace culture, and drives continuous improvement to address emerging public health risks and regulatory challenges.

Position Objectives

- **Regulatory Leadership and Public Health Protection** - Lead the delivery of the City's environmental health services to protect and promote public health through the effective administration of statutory programs, risk-based regulation, surveillance, compliance and enforcement activities.
- **Statutory Compliance and Governance** - Ensure the City fulfils its obligations under relevant legislation, standards and policies by providing lawful, accurate, evidence-based and accountable advice, decisions and regulatory outcomes.
- **Customer Experience and Community Outcomes** - Promote a customer-focused culture that delivers responsive, professional and equitable services while balancing community expectations, public health outcomes and legislative requirements.

- **Team Leadership and Culture** - Foster a positive, inclusive and high-performing team culture through effective leadership, communication, employee engagement, wellbeing initiatives and alignment with the City's values and behavioural expectations.
- **Workforce Capability and Performance** - Develop and maintain a skilled, capable and adaptable workforce through mentoring, coaching, workforce planning, performance management and professional development opportunities
- **Operational Planning and Service Delivery** - Coordinate service delivery, programs, resources and workloads to ensure the efficient achievement of operational objectives, statutory timeframes and service standards
- **Strategic Improvement and Innovation** - Drive continuous improvement, innovation and business process enhancement to improve service effectiveness, customer outcomes, regulatory performance and organisational efficiency.
- **Public Health Planning and Emerging Risks** - Provide strategic leadership in identifying, assessing and responding to emerging public health risks, legislative reform, disease outbreaks and changing community needs, ensuring the City remains well-positioned to address future challenges.
- **Stakeholder Engagement and Collaboration** - Develop and maintain effective relationships with government agencies, industry representatives, community stakeholders and internal business units to support coordinated public health outcomes and informed decision-making.
- **Business Management and Accountability** - Contribute to business planning, financial management, resource allocation, reporting and performance monitoring to ensure environmental health services align with the City's strategic objectives and deliver value to the community.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.

- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Environmental Health or equivalent qualifications approved by the Chief Health Officer.	Essential
Formal qualifications, training or demonstrated professional development in leadership, management or a related discipline.	Desirable
Knowledge, Skills, Experience & Abilities	
Demonstrated operational management ability including	Essential
(a) Human Resource management (training, recruitment, staff supervision, performance management and mentoring),	
(b) Business Unit performance measurement and evaluation, customers service.	
Demonstrated ability to develop innovative ideas and strategies and maintain professional skills in accordance with contemporary best practice.	Essential
Ability to exercise decision making and judgement in a logical, lawful and accountable manner.	Essential
Excellent communications skills (both written and oral) and the ability to negotiate at all levels.	Essential
Excellent knowledge of the relevant legislation and statutory processes.	Essential
Substantial demonstrated experience in the field of environmental health.	Essential
Experience in management	Desirable
Relevant Local Government experience.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date August 2026	Officer	Service Lead Built Environment & Health