

Position Description

Position Title	Senior Environmental Health Officer
Position Number	EHSN01, EHOF04
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Coordinator Environmental Health
Classification	Level 8 – 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

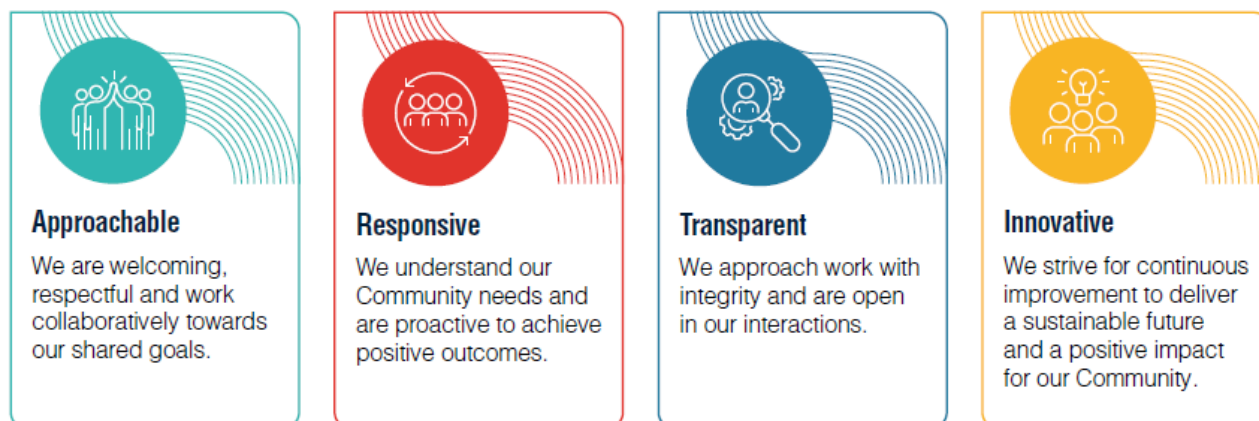
A sustainable City with a local focus.

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 Coordinator Environmental Health.

Business Unit Objective

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

Position Overview

The Senior Environmental Health Officer is responsible for the day-to-day supervision, performance management, mentoring and professional development of a team of Environmental Health Officers, ensuring the delivery of risk-based, public health outcomes for the community.

Reporting to the Coordinator Environmental Health, the position supports operational priorities, projects, service delivery, business plans, stakeholder engagement and strategic initiatives, and acts in the Coordinator role during periods of absence (as required).

Position Objectives

- Provide mentoring and technical guidance to Environmental Health Officers responsible for the effective and efficient delivery of the City's routine inspection and surveillance program of statutory premises, investigation and complaint response service prioritised by public health risk.
- Oversee the provision of an effective and efficient assessment and review function to protect and maintain public health standards and coordinate targeted and strategic surveillance to inform environmental and public health risks.
- Consult and collaborate with stakeholders and other business units to provide professional advice and achieve organisational outcomes, regarding public health, environmental health and related regulatory matters.
- Review and/or prepare reports and recommendations regarding enforcement matters and prosecutions, in accordance with a graduated enforcement approach, and represent the City in legal proceedings (as required).

- Assist with the implementation of the City's Public Health Plan, to respond proactively to emerging public health challenges and upcoming regulatory change, and support the review, development and improvement of operational procedures and service delivery practices.
- To carry out functions provided to this position by the Notice of Delegated Authority and Authorisations from the Chief Executive Officer and relevant public and environmental health legislation.
- Provide leadership, mentoring and technical guidance to Environmental Health Officers, fostering professional development, consistency in decision-making and a high-performing team culture.

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 qualification in Environmental Health (accredited by Environmental Health Australia), or a related discipline acceptable to the Chief Health Officer (via the WA Environmental Health Professional Review Board).	Essential
Authorised person and inspector pursuant to the provisions of the Environmental Protection Act for noise and unauthorised discharge.	Desirable
Knowledge, Skills, Experience & Abilities	
High level of knowledge and understanding of the principles and practises of	Essential

Environmental Health, including relevant legislative and statutory processes.	
Ability to exercise professional judgement and make decisions that are lawful, transparent, risk-based and accountable.	Essential
Excellent written and verbal communications skills in negotiation, dispute resolution, and stakeholder relationship management at all levels.	Essential
Extensive knowledge of the relevant legislation and statutory processes.	Essential
Advanced skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Relevant Local Government and supervisory experience	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current 'C' Class Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date September 2026	Officer	Coordinator Environmental Health