



**Shire of Derby /  
West Kimberley**

**POSITION DESCRIPTION**  
**Coordinator Environmental Health**  
**Services**

July 2025

<b>Position Title:</b>	Coordinator Environmental Health Services
<b>Classification:</b>	Level 8
<b>Unit:</b>	Derby
<b>Department:</b>	Community Planning
<b>Responsible to: (Immediate Supervisor)</b>	Manager Development Services
<b>Incumbent:</b>	VACANT
<b>Prepared By:</b>	People and Culture
<b>PD Reviewed and/or Updated:</b>	July 2025

**SDWK Vision:** A place where people want to live, invest, visit and return to

#### **SDWK Values:**

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

#### **Derby**

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#### **Fitzroy Crossing**

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## 1. POSITION OBJECTIVES

The Coordinator of Environmental Health Services will strategically lead and oversee the delivery of Environmental Health (EH) and Aboriginal Environmental Health (AEH) services within the Derby/West Kimberley region. This position is pivotal in shaping and implementing strategic initiatives that enhance environmental health outcomes, aligning with the Shire's vision and priorities.

This leadership role demands proactive collaboration with stakeholders, the development of sustainable programs, and ensuring alignment with regulatory frameworks and best practices. The Coordinator will serve as a key advisor to the Shire and community on critical environmental health matters while driving innovation and continuous improvement in service delivery.

## 2. KEY RESPONSIBILITIES

### **OUTCOME: Leadership and Planning**

- Develop and execute comprehensive strategies for delivering high-impact EH and AEH programs that address community needs and align with the Shire's long-term objectives.
- Establish and maintain robust partnerships with government agencies, Aboriginal communities, and service providers to promote integrated and sustainable environmental health outcomes.
- Provide strategic advice to senior management and Council on emerging environmental health trends, legislative changes, and opportunities for community development.
- Lead the preparation and implementation of forward-looking plans that address regional environmental health challenges, with a focus on innovation and efficiency.
- Build and lead a high-performing team by fostering a culture of collaboration, innovation, and professional growth.
- Implement strategic workforce planning and training initiatives to enhance team capabilities and resilience.
- Provide coaching and mentorship to team members, ensuring alignment with strategic objectives and individual development goals.
- Promote workplace health and safety as a foundational element of team and organizational success.

### **OUTCOME: Program Development and Oversight**

- Oversee community-focused environmental health initiatives, including health education, capacity building, and sustainable resource management.
- Ensure programs are evidence-based, leveraging data and best practices to drive impactful outcomes and continuous improvement.
- Secure and manage funding through grants and partnerships to support program sustainability and expansion.

### **OUTCOME: Governance and Compliance**

- Lead the Shire's efforts in compliance with the Public Health Act 2016 and related legislation, ensuring adherence to regulatory requirements across all operations.
- Drive the development and enforcement of local laws, policies, and standards to promote public health and environmental well-being.
- Oversee the implementation of monitoring and reporting systems that ensure transparency, accountability, and alignment with strategic goals.

### **OUTCOME: Stakeholder Engagement and Advocacy**

- Serve as a key advocate for the Shire in forums, conferences, and interagency collaborations, fostering strategic relationships to advance environmental health objectives.
- Deliver strategic communications that articulate the Shire's vision and progress in environmental health to internal and external audiences.

### **OUTCOME: Workplace Health and Safety**

- Act to ensure the working environment is free from workplace hazards and comply with relevant Workplace health and Safety act and corporate WHS policies and procedures.
- Ensure that incidents, injuries, hazardous conditions, near misses are properly and promptly reported.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not wilfully place at risk the health safety of any person in the workplace.
- Responsible for the safe and tidy operation of the customer service team area and records storage areas.

### **OUTCOME: Human Resources**

- Act to ensure the working environment is free from workplace hazards and comply with relevant Workplace health and Safety act and corporate WHS policies and procedures.
- Ensure that incidents, injuries, hazardous conditions, near misses are properly and promptly reported.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not wilfully place at risk the health safety of any person in the workplace.
- Responsible for the safe and tidy operation of the customer service team area and records storage areas.

### **OUTCOME: Customer Service**

- Maintain a professional and courteous relationship with the general public and Council staff, ensuring/encouraging unit staff to follow this approach.
- Maintain a customer focus and invest time in understanding the customer's needs. Ensure a customer focused approach is adopted to both internal and external customers.
- Provide positive and professional customer service to internal and external customers, giving accurate information and effective assistance in a timely manner.
- Promptly attend to customer enquiries in a courteous and effective manner.

This position description is not an exhaustive list of duties of the position. The Employee will be required to undertake other duties as directed by the Manager of Community Environments having regard to the incumbents' skills and experience and in accordance with the Enterprise Agreement.

## **3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES**

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.

- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

## 4. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Manager Development Services

**Supervision of:** Environmental Health Officer, Aboriginal Environmental Health Team Leader (who oversees the Aboriginal Environmental Health Field Support Officer/Trainee)

**Internal/external liaison:**

### Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the Shire Organisation

### External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

## 5. SELECTION CRITERIA

**Knowledge, Skills and Experience:**

**Essential**

1. Bachelor of Science, Environmental Health or other qualifications acceptable to the Chief Health Officer for appointment as an Environmental Health Officer under the Public Health Act 2016 (as amended).

2. An excellent working knowledge and ability to interpret and apply relevant legislation, including environmental health and work health and safety, through a minimum of two years' experience in a similar role.
3. Show ability to lead a team, collaborate and provide leadership through at least two years in a leadership role, supervising teams.
4. Demonstrated experience in the field of Environmental Health, minimum of two years (desirable – within regional or remote Australian environments).
5. Demonstrated experience working in a culturally diverse environment.
6. Demonstrated excellent time management and organisational skills; prioritising based on business objectives.
7. Appropriate skills and knowledge in budget management and expenditure control, minimum of two years' experience overseeing an operational budget.
8. Minimum of two years' experience in grant procurement, grant management, and acquittal processes.
9. Demonstrated strong verbal and written communication skills, including report writing skills.
10. Well-developed customer service and community liaison skills.
11. Well-developed interpersonal, problem solving and conflict resolution skills.
12. Willingness to undertake further training.
13. Ability to obtain a WA Working with children check (WWCC) and maintain throughout employment.
14. Current "C" Class Manual Driver's License.

### **Desirable**

15. Basic knowledge of evidence collection and presentation in relation to legal proceedings.
16. Ability to prepare and deliver interactive educational packages and presentations.
17. Awareness of Aboriginal environmental health issues, through experience working in regional or remote locations in Australia.

## **6. POSITION DESCRIPTION ADMINISTRATION**

The successful applicant will be required to submit the following documentation prior to commencement:

- Current Drivers Licence.
- National Police Clearance
- Pre-employment Medical
- Working with Children Check

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

\_\_\_\_\_  
Manager Development Services

*Date* \_\_\_\_\_

\_\_\_\_\_  
Tamara Clarkson  
Chief Executive Officer

\_\_\_\_\_  
Date