

Position Description



Title

Position Title:	Coordinator Environmental Health
Classification:	Band 8
Directorate:	Sustainable Communities
Department:	Planning, Building and Health Services
Approved by:	Manager Planning, Building and Health Services
Date approved:	July 2026

1. Position Overview

Lead and coordinate the Environmental Health Unit to deliver responsive, customer focused and compliant regulatory services that protect and enhance public health, promote community wellbeing and safety of the Hobsons Bay community.

The position will evolve and change over time so the incumbent will need to be adaptable to the emerging needs of our community and organisation within the broad scope of the position. This provides an exciting opportunity requiring flexibility and adaptability.

2. Position Objectives

- Lead and oversee the delivery of Council's statutory Environmental Health functions under the Local Government Act 2020, Public Health and Wellbeing Act 2008, Food Act 1984, Tobacco Act 1987, Environment Protection Act 2017 and any other relevant legislation for which Council is responsible, ensuring compliance with all legislative requirements, government regulatory guidelines, professional codes of practice and Council's obligations under the Municipal Emergency Management Plan.
- Provide strategic leadership to the Environmental Health Unit, fostering a high-performing, customer focused and collaborative team culture that supports continuous improvement, whole-of-Council service delivery and responsive Environmental Health services aligned to community needs and Council priorities.
- Ensure inspections and assessments of registered premises are conducted in accordance with the Food Act 1984, Public Health and Wellbeing Act 2008, relevant regulations, standards and codes of practice, and oversee the investigation and resolution of community complaints, food-borne illness outbreaks, adulteration incidents and swimming pool and spa water compliance activities in a timely and effective manner.
- Provide expert advice, information and assistance to proprietors, Council, management and stakeholders regarding food safety requirements, pollution control, environmental health standards, legislative compliance and emerging Environmental Health issues to support informed decision-making and improved community outcomes.

- Lead the planning, implementation and evaluation of Environmental Health programs and projects, including the Heat Health Program and Food Sampling Program, while identifying community needs and developing appropriate responses in support of Council's role as regulator, advocate, facilitator and service provider.
- Identify opportunities for new or increased funding or revenue raising ventures and prepare funding submissions or business cases, as appropriate for consideration by the Manager.
- Collaborate with other Coordinators within the Planning, Building and Health Services department and across the organisation, including limited application of the *Planning and Environment Act 1987*.
- Participate and deliver all corporate functions, including reporting and budgetary requirements.
- Perform such other duties consistent with the responsibilities and classification of the position, as directed by the Manager Planning, Building and Health Services

3. Organisational relationships

Internal	External
• Urban Planning • Building Surveying • Economic Development • Other teams as necessary • Senior Management Team • Executive Leadership Team • Councillors and the Mayor	• EPA • Brooklyn Community Reference Group (BCRG) • Brooklyn Recycling Group (BRG) • Safe Food Victoria • Tobacco Licensing Victoria • Liquor Control Victoria • Consumer Affairs Victoria • Registered Accommodation Association of Victoria (RAAV) • IT/Software vendors (i.e. Readytech) • MAV • Department of Health
Reports to:	
• Manager Planning, Building and Health Services	
Supervises	
• Team Leader Environmental Health, and Public Health Administration Officer	

4. Position Characteristics

Accountability and Extent of Authority

May manage resources and/or regulatory or specialist units and/or develop and interpret policy.

Where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.

In positions where the prime responsibility is to manage regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.

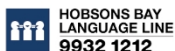
Where the prime responsibility is to develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by employer or the corporate management. Advice and counsel provided is relied upon for guidance and part-justification for adopting

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particular policies, the impact of which may be substantial upon the organisation and/or the community.

Judgement and Decision Making

Positions generally involve both problem solving and policy development. Methods, procedures and processes are less well defined. Employees are expected to contribute to their development and adaptation. Work will typically require the identification and analysis of an unspecified range of options before a choice can be made. Employees will identify and develop policy options in their own functional area for consideration and choice by their manager or by employer.

Specialist Skills, Knowledge and Experience

Positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation.

An understanding is required of the long-term goals of the wider organisation, its values and aspirations, and of the legal and socio-economic and political context in which it operates.

A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.

Management Skills

Positions typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.

Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

Interpersonal Skills

Positions require the ability to persuade, convince or negotiate with customers, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

Qualifications and Experience

Skills and knowledge needed are beyond those normally acquired through a degree course and experience in the field of the employee's specialist expertise alone.

Necessary skills and knowledge would be gained through further formal qualifications in the field of expertise, or in management, or through at least four years of experience in another specialised field or acquired through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.

5. Key Selection Criteria

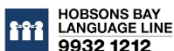
- A tertiary qualification in Health Science (Public & Environmental Health) or equivalent, and be eligible for membership to Environmental Health Professionals Australia, Environmental Health Australia or qualification recognition from the Victorian Chief Health Officer
- Demonstrated specialist knowledge of the requirements for Municipal Emergency Management Plan under the *Emergency Management Act 1986*, *Emergency Management Act 2013* as it relates to the Environmental Health area.
- Extensive knowledge and demonstrated application of Commonwealth, State and Local Government public and environmental health legislation, policies, regulations, standards and codes of practice, including the ability to interpret, apply and provide specialist advice on legislative requirements.

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- Extensive experience in the Public and Environmental Health sector, with a demonstrated understanding of the legislative, socio-economic and political context of local government and the ability to provide strategic advice, manage regulatory risks and contribute to organisational and community outcomes.
- Proven leadership capability, with the ability to lead and develop high-performing teams, foster a positive and inclusive workplace culture, and demonstrate exceptional written, verbal and interpersonal communication skills to effectively engage, influence and build relationships with a diverse range of stakeholders.
- Highly developed customer service and stakeholder management skills, with a proven ability to resolve complex issues and achieve positive outcomes through consultation, negotiation, collaboration and sound professional judgement.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Willingness and ability to secure a Working with Children Check
- Current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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