

POSITION DESCRIPTION

POSITION TITLE	Manager Community Health & Safety
DIRECTORATE - SECTION	Community Engagement – Community Health & Safety
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Director Community Engagement

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally, and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully, and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Participate in the strategic and operational planning and undertake the day-to-day management and leadership of Community Safety Services, in order to contribute to the City's objective of ensuring the highest possible levels of internal and external customer service within the areas of Environmental Health, Emergency Management and Rangers.

This includes, working proactively and cohesively with other Community Engagement services management team members, to ensure that an effective and highly integrated approach is taken to the provision of best practice and sustainable services and programs, within the City of Kalamunda.

KEY RESULT AREAS

COUNCIL AND ADVISORY COMMITTEE MEETINGS

Council (including Committees) and Executive are fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the development and provision of corporate services and resources.

STRATEGIC AND OPERATIONAL PLANNING

Effective strategic and operational business plans (appropriately linked to relevant goals within City strategic plan(s)) are developed; implemented and regularly reviewed for Community Health and Safety Services.

CORPORATE SUPPORT

The management, operation and environments related to the Community Health and Safety Services section, be proactively maintained and developed to the highest possible levels of internal corporate support.

Excellence in customer service being available to external stakeholders and clients, through the use of best practice consultative processes, and the implementation of high-quality initiatives, programs, services and facilities.

MANAGEMENT OF FIELD SERVICES TEAMS

Community Health and Safety Services team, and direct reports are consistently provided with high quality, dynamic, innovative and proactive leadership, guidance and support including regular and constructive performance feedback and development opportunities.

FINANCIAL MANAGEMENT

Section budgets are consistently and accurately prepared and monitored in accordance with Council requirements, with funding and revenue increasing opportunities being proactively sought, and expenditure reduction initiatives proactively implemented.

ETHICAL BEHAVIOUR AND COMPETENCY

Effectiveness of the role will require excellent skills in problem solving as well as superior skills in communication. Ensuring staff are managed through effective planning tools, and difficulties arising within the team are swiftly dealt with, to maintain a culture of high performance.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards, and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams, and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

1. Tertiary qualifications in Applied Science or Environmental Health. Post Graduate Qualifications desirable.

SELECTION CRITERIA

1. Substantial experience in a supervisory role delivering Health and Community Safety Services.
2. Demonstrated ability to supervise, guide and mentor a multidisciplinary business unit in a Community Safety Environment.
3. Tertiary qualifications in Applied Science or Environmental Health. Post Graduate Qualifications desirable.
4. Strong attention to detail with the ability to research and summarize detailed information and present it in an engaging, informative, and succinct way.
5. Skilled at fostering and maintaining strategic partnerships and networks with both internal and external stakeholders.
6. Strong negotiation and consultation skills.
7. Excellent time management skills, with the ability to function effectively to meet short deadlines in a pressured environment.
8. Demonstrated ability to identify, set and achieve team performance goals and monitor/evaluate the progress towards those goals.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Community Health & Safety

DATE PD REVIEWED/APPROVED: 17 February 2023
