

POSITION DESCRIPTION

POSITION TITLE	Senior Environmental Health Officer
DIRECTORATE - SECTION	Development Services – Statutory Approvals
LEVEL - EBA	8 – Salaried
RESPONSIBLE TO	Coordinator Environmental Health

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

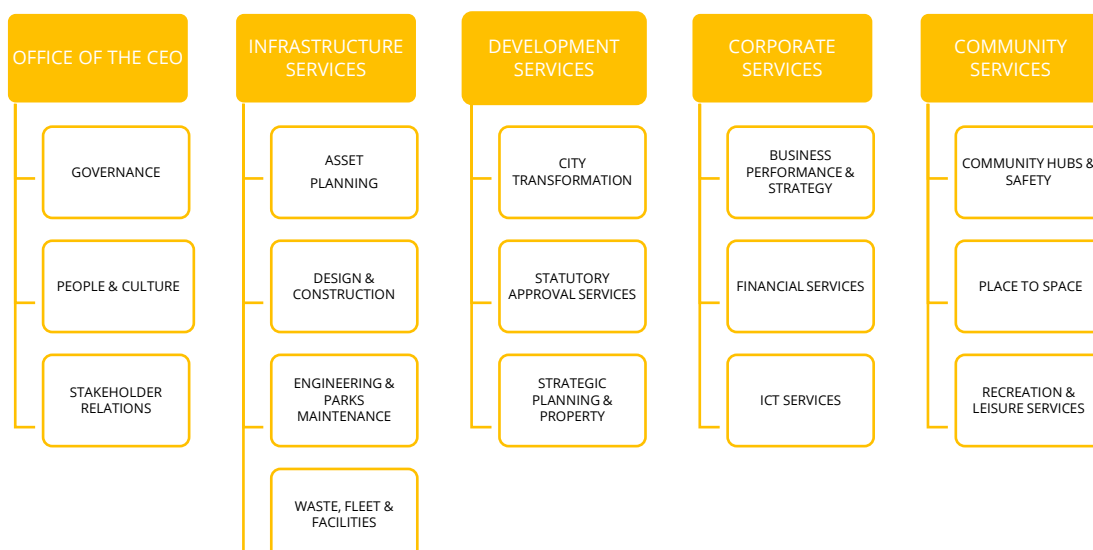
OUR SIMPLE GUIDING PRINCIPLES

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

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To provide operational leadership and coordinate the delivery of Environmental Health services, ensuring consistent regulatory decisions, effective team performance and continuous service improvement in accordance with legislation, Council policies and operational priorities.

KEY RESULT AREAS

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Support the Coordinator Environmental Health with operational decisions, service performance reporting and the implementation of Environmental Health priorities. Act in the Coordinator role during periods of leave or absence as required.

OPERATIONAL PLANNING

- Coordinate daily team activities, workload allocation and operational planning to ensure statutory responsibilities, service standards and agreed priorities are met.
- Lead service improvements and operational changes and monitor their effectiveness against service outcomes.

CORPORATE SUPPORT AND CUSTOMER SERVICE

- Oversee the quality and timely delivery of Environmental Health services and ensure regulatory decisions, advice and enforcement actions are consistent, evidence-based and in line with legislative requirements. Represent the City in relevant stakeholder, industry and inter-agency forums.

SUPERVISION OF THE ENVIRONMENTAL HEALTH SERVICES TEAM

- Provide day-to-day operational leadership and technical direction to the Environmental Health team and take responsibility for the quality and performance of service delivery.
- Coach and develop officers through regular guidance, feedback and training to build team capability and maintain consistent professional standards.
- Coordinate team priorities and monitor workloads, performance and service outcomes while promoting accountability and the City's values.
- Manage the performance evaluation reviews (PES) for positions under your direct supervision.

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 Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Bachelor of Science (Environmental Health) or equivalent as approved by the Chief Health Officer - Department of Health.
- Suitably qualified to be gazetted as an authorised person for the purposes of controlling noise under the provisions of the *Environmental Protection Act 1986*

SELECTION CRITERIA

1. Demonstrated experience in Environmental Health within local government, with the ability to coordinate workloads, guide staff and deliver operational outcomes.
2. Sound knowledge of statutory requirements relevant to public health including the Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Environmental Protection Act 1986, Food Act 2008 and all associated regulations.
3. Highly developed written and verbal communication skills including interpersonal skills, report writing, consultation, correspondence, negotiation, with the ability to liaise with a broad range of stakeholders.
4. Well-developed skills in the operation of Microsoft Office suite of products.
5. Proven performance delivery in an environmental health context demonstrating an ability to meet set goals and targets.
6. Experience in health promotion (desirable).
7. Post graduate qualifications in public health or a related discipline (desirable).

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: Bassam Sahar
DATE PD REVIEWED/APPROVED: 13 October 2026
