



Position Description

Position Title	Manager Community Health, Safety and Wellbeing
Directorate	Communities and Economic Development
Level	Negotiated
Reports to	Director Communities and Economic Development
Teams Responsible for	• Community Development • Public Health • Ranger Services (including Cemeteries)
Direct Reports	• Coordinator Community Planning and Development • Coordinator Public Health • Coordinator Ranger Services
Primary Location	Margaret River Civic Administration Centre (travel to other locations is required on a regular basis)

Position Overview

The primary purpose of the position is to lead and manage the strategic direction for community health, safety and wellbeing across the Shire. The manager is responsible for the Shire's role in supporting community wellbeing, safety and resilience through an integrated portfolio of community development, public health and ranger services, delivered through a mix of service provision, statutory compliance, facilitation, advocacy and funding.

Position Responsibilities

- Develop, maintain and leverage strategic partnerships and stakeholder relationships to strengthen collaboration, build community trust, and advance the Shire's strategic and community outcomes.
- Lead the Community Development team to generate and apply robust insights into community wellbeing and social needs, to inform strategic planning, service delivery and advocacy.
- Represent the Shire's strategic advocacy interests as the Officer Lead for the Community Advocacy Portfolio, fostering relationships across government, industry and community sectors.
- Manage the Community Development team in supporting:
 - Engagement and partnerships with Cultural Custodians including implementation of the Jenna Yen Mundamung Walking Together Strategy

- Youth development, including management of the Youth Precinct.
- The development of intergenerational, intercultural, accessible and inclusive communities.
- Volunteerism, community participation and community capacity building.
- Strategic stakeholder engagement, partnerships and collaborative relationships that strengthen community outcomes.
- Community-led management of local halls and museums through capacity building and partnership development.
- Community wellbeing and resilience including the creation of safe, welcoming and connected communities; emergency preparedness and recovery, mental health and wellbeing; and sustainable community development.
- Lead the strategic development, implementation and administration of the Shire's community grants and funding programs.
- Manage the strategy, coordination and continuous improvement of the organisation's Emergency Ready Response responsibilities and disaster Recovery Plan, including representing the Shire as the Recovery Coordinator through the Local Emergency Management Committee and during recovery activities as required.
- Lead the development, implementation, monitoring and review of the Shire's Community Health and Wellbeing Strategy, ensuring alignment with public health priorities, community needs and strategic objectives.
- Manage the Public Health team in delivering:
 - Public and environmental health services that are compliant, efficient and responsive to the community, in accordance with legislation, Council policy and the Community Health and Wellbeing Strategy
 - Health programs, projects, approvals and enforcement, including the appropriate use of enforcement tools and preparation of evidence for legal action where required
 - Expert advice on environmental and public health matters to the public, stakeholders and agencies, and contributions to regional health collaboration
 - The Public Health Emergency Management and Mosquito Management Plans and related operational planning
- Manage the Ranger Services team in delivering:
 - Animal management, stock control, litter, parking, camping and control of vehicles (off-road areas) in accordance with relevant legislation and local laws
 - Bushfire prevention and preparedness including firebreak inspections, the Firebreak and Fuel Hazard Reduction Notice, and support to emergency services and the Bush Fire Advisory Committee
 - Fair, consistent and proportionate compliance and enforcement, including infringements, impounding and prosecutions as appropriate
 - Cemetery services in accordance with the Cemeteries Act 1986.
- Lead the review and management of dog prohibited and dog exercise areas in accordance with the Dog Act, ensuring compliance, community engagement, and service improvements.

- Manage the implementation and ongoing review of the Cemeteries Master Plan, ensuring strategic development, regulatory compliance, asset sustainability, and alignment with community needs.
- Coordinate reviews of local laws, plans and policies administered across the portfolio, including dog and cat local laws, cemeteries local laws and public health laws.
- Lead and deliver core management functions, including governance, effective strategy, planning and asset management, people, a culture of innovation, quality and continuous improvement, effective knowledge and information management, community and customer focus, and effectively measure and report on success and sustainability.

Position Requirements

Essential

- Tertiary qualification in community development, public or environmental health, social science, regulatory compliance or related vocation.
- Extensive experience in leading and managing teams across community development, public/environmental health, ranger or regulatory services, and emergency preparedness, recovery and resilience.
- Highly developed strategic planning skills in formulating and delivering a strategic direction for community development, public health and/or community safety services.
- Sound knowledge of the legislative framework relevant to local government community development, health, safety and regulatory services (including but not limited to the Public Health Act 2016, Environmental Protection Act 1986, Food Act 2008, Liquor Control Act 1988, Dog Act 1976, Cat Act 2011, Bush Fires Act 1954 and Cemeteries Act 1986).
- Proven contemporary and innovative thinking in developing and applying community-based partnership models.
- Demonstrated experience leading statutory compliance and enforcement functions with sound judgement, fairness and consistency.
- Collaborative leadership skills that have demonstrated an ability to engage a diverse range of stakeholders.
- Excellent interpersonal and communication skills including report writing, presentations, public speaking, negotiation, conflict resolution and mediation.
- Demonstrated experience in preparing and managing financial plans and budgets.

Desirable

- Working knowledge of the district and local community issues pertaining to community needs and aspirations within the Shire of Augusta-Margaret River.
- Demonstrated experience managing grants programs
- Knowledge of Western Australian emergency management arrangements and local government emergency services, organisations and operations.

Key Relationships

Internal	External
Community Development team Public Health team Ranger Services team Community Emergency Services Manager Director and Executive Leadership Team Senior Leadership Team Councillors and Committees of Council (when required/authorised by CEO)	Cultural Custodians Community-based groups, associations and networks Social/human service providers General public State and Federal agencies and other funding/legislative bodies as required WA Police, DFES and emergency services organisations and volunteers Local Emergency Management Committee Department of Health and regional health groups Private sector businesses, consultants and other professionals Funeral directors and associated contractors involved in cemeteries operations Associations of Local Government and other LGAs

Our Values - The Way We Do Things

Respect	We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.
Integrity	We have the courage to do the right thing and be transparent in our decision making.
Community	We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.
Excellence	We are committed to providing a high level of service to our customers and are open to opportunities and change.

Acknowledgement

Nick Byrne	Signature	Date
Director Communities and Economic Development		

Name	Signature	Date
Manager Community Health, Safety and Wellbeing		