



Position Description

Position Title	Public Health Officer
Directorate	Communities and Economic Development
Level	6/7
Reports to	Coordinator Public Health
Responsible for (direct reporting lines)	Nil
Primary Location	Margaret River Civic Centre (travel to other regions in the LGA required)
Delegation	Refer delegation matrix
Position No. & date	June 2026

Position Overview

The Public Health Officer contributes to the protection and improvement of community health by assessing, managing and responding to public and environmental health risks. The role administers relevant legislation, provides technical advice, supports compliance activities, and delivers programs aligned with the Shire's Community Health & Wellbeing Strategy and other strategic priorities.

Position Responsibilities

Key Functions and duties	% Time
Public Health Risk Management and Compliance Assess, monitor and respond to public and environmental health risks across the Shire in accordance with legislation, local laws, policy and delegated authority. Undertake inspections, investigations, sampling, approvals and compliance activities relating to matters such as food safety, wastewater, public buildings, events, accommodation, skin penetration premises and other public health risks.	50%
Advice, Stakeholder Engagement and Reporting Provide timely technical advice to residents, businesses, applicants, internal teams and government agencies. Contribute to development referrals, customer responses, Council reports and correspondence, and represent public health interests in relevant forums and working groups.	25%



Public Health Programs and Administration

Support the planning, delivery and review of public health projects, education initiatives and operational improvements, including actions linked to the Community Health & Wellbeing Strategy. Maintain accurate records, databases and reporting systems, and contribute to policies, procedures and continuous improvement.

25%

Position Requirements

Essential

- Bachelor of Science in Environmental Health or equivalent qualification approved under the Public Health Act 2016.
- Demonstrated knowledge of public and environmental health legislation, codes, standards and local government responsibilities.
- Ability to assess applications, undertake inspections and investigations, and support proportionate compliance action.
- Strong written and verbal communication skills, including technical advice, reports and correspondence.
- Well-developed time management, customer service and problem-solving skills.
- Ability to work independently and collaboratively in a small team.
- Current C Class Driver's Licence.

Desirable

- Eligible for appointment as an Authorised Person and inspector under *Environmental Protection Act 1986*
- Experience in local government public/environmental health, including applications, inspections, investigations or enforcement.
- Experience supporting public health projects, education campaigns or community wellbeing initiatives.
- Understanding of planning, building, wastewater, events and development processes relevant to public health.

Key Relationships

Internal	External
All Shire Staff Development Control Unit Members	Other local, state and government agencies General public Private sector businesses, consultants, management and other professionals Building professionals, engineers and architects Event promoters and licensees Community agencies & working groups



The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date