



City of
Kalgoorlie
Boulder

Position Description

Position Title: **Coordinator Environmental Health Services**

Position Details

Position Number	3301
Position Classification	Level 11/1 –11/8
Status	Permanent – Full Time
Directorate	City and Community
Work Location	Administration Building
Reports To	Manager Health & Compliance
Supervisory Responsibility	Environmental Health & Compliance Team

Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability
Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible to strategically manage the City's Environmental Health and Compliance Team, and to oversee regulatory compliance with health, building and planning legislation. The position delivers practical, customer-focused services that protects public health, safety, and community wellbeing. The objective of the role is to ensure compliance through clear communication, practical guidance, and targeted engagement, while taking decisive action where required. The role ensures the community is safe, healthy, and informed about its responsibilities and regulatory requirements and provides visible leadership by setting professional standards and fostering a culture of accountability, integrity and service excellence.

Position Accountabilities

Key accountabilities

- Coordinate the performance of members within the Environmental Health and Compliance teams.
- Oversee the operational control of the Environmental Health programs to successfully maintain a safe and healthy community and ensure quality standards are equitably applied.
- Coordinate health inspections and routine food and water sampling and perform assessment of City applications relevant to health services.
- Undertake investigation and lead the team with enforcement and prosecution of non-compliance activities about breaches of local laws, and relevant health, planning, and building Regulations, Schemes and Acts.
- Actively educate and engage with the community to help achieve voluntary compliance and self-regulate the health of the community.
- Liaise with the City's solicitors in relation to legal advice and enforcement matters
- Develop and maintain appropriate and effective procedural and operational methods in accordance with relevant legislations and best practice management.
- Assist in the preparation of operating and capital expenditure budgets and maintain control over environmental and compliance related expenditure.
- Compile operational reports demonstrating achievement of program objectives, including preparation of Council reports when required.
- The role may require from time-to-time to participate in the on-call after hours roster in accordance with the environmental health after-hours service procedure.
- Develop and maintain effective working relationships with external partners (particularly Department of Health), local service providers, community stakeholders and the business sector.
- Provide professional assistance and advice to internal and external customers.

Key Performance Indicators

- Oversee and ensure risk assessments of all health premises are completed as per the required frequency of inspections and to ensure compliance.
- Coordinate the Public Health Plan ensuring all priorities are met within the established timeframe.
- Review Health Local Laws and align documentation according to changes as implemented by Department of Health under the Public Health Act 2016
- Lead and deliver on culture change initiatives within the directorate to ensure continuous improvements
This is an ongoing leadership responsibility that fosters a positive organisational culture.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.

- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- **Essential:** Tertiary qualifications in environmental health, environmental science or related discipline acceptable to the WA Review Board and Chief Health Officer of the Department of Health in accordance with the requirements of Public Health Act 2016.
- **Desirable:** Additional qualifications in relevant Planning, Development Assessment, Building Surveying, Compliance Enforcement, or related discipline.
- Demonstrated knowledge of procedural and operational methods for environmental and compliance actions and implementation of state and/or federal legislative requirements.
- High level communication skills, negotiation and conflict resolution skills and interpersonal skills including ability to liaise effectively and confidently with internal and external customers.
- Strong administrative, planning and organisational skills with the ability to work to deadlines across a few projects simultaneously with excellent attention to detail.
- Strong team player and mentor with excellent leadership skills including proven ability to work autonomously with initiative, forward thinking and capacity to solve problems and make decisions.
- Advanced computer skills and knowledge of Microsoft Office suite of application.
- Demonstrated experience in managing a departmental budget.
- Current member of Australian Institute of Environmental Health.
- Knowledge of Local Government procedures and practices.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success, and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness, and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement, and impactful results.

Corporate Responsibilities

- **Customer Service** – Understand and deliver the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- **Risk Management** - Undertakes risk management activities in accordance with the City's Risk Management requirements.
- **Values** - Promote a positive and collaborative culture in the organisation by adhering to the Organisational ACTRITE Values through open, fair, and transparent decision-making and ethical, professional behaviour.

- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting and management of injuries, incidents, damages and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City Policies and Procedures.
- **Records Management** – Ensures all documents are recorded in accordance with the City's Record Keeping Plan, policies and procedures and attendance at all relevant training. Ensures confidentiality is always maintained. Adhere to all other lawful and reasonable directions from the employer.