

Employment Information Package



Team Leader Environmental Health

Position number: POS1467

Enquiries:

Name: Natasha Tempest

Position: Senior Leader Health and Compliance

Phone: 03 6323 3312

Email: natasha.tempest@launceston.tas.gov.au

Application closing date: 3.00PM, 21 NOVEMBER 2025

📍 Town Hall
18-28 St John Street
Launceston TAS 7250

✉ PO Box 396
Launceston
TAS 7250

☎ 03 6323 3000
@ contactus@launceston.tas.gov.au
🌐 launceston.tas.gov.au

 **City of
LAUNCESTON**

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Address applications to:
Senior Leader People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.

An aerial photograph of Launceston, Tasmania, showing the city's layout, the Tamar River, and surrounding hills. A red geometric overlay, consisting of several interconnected triangles and polygons, is positioned in the upper left corner of the image.

About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

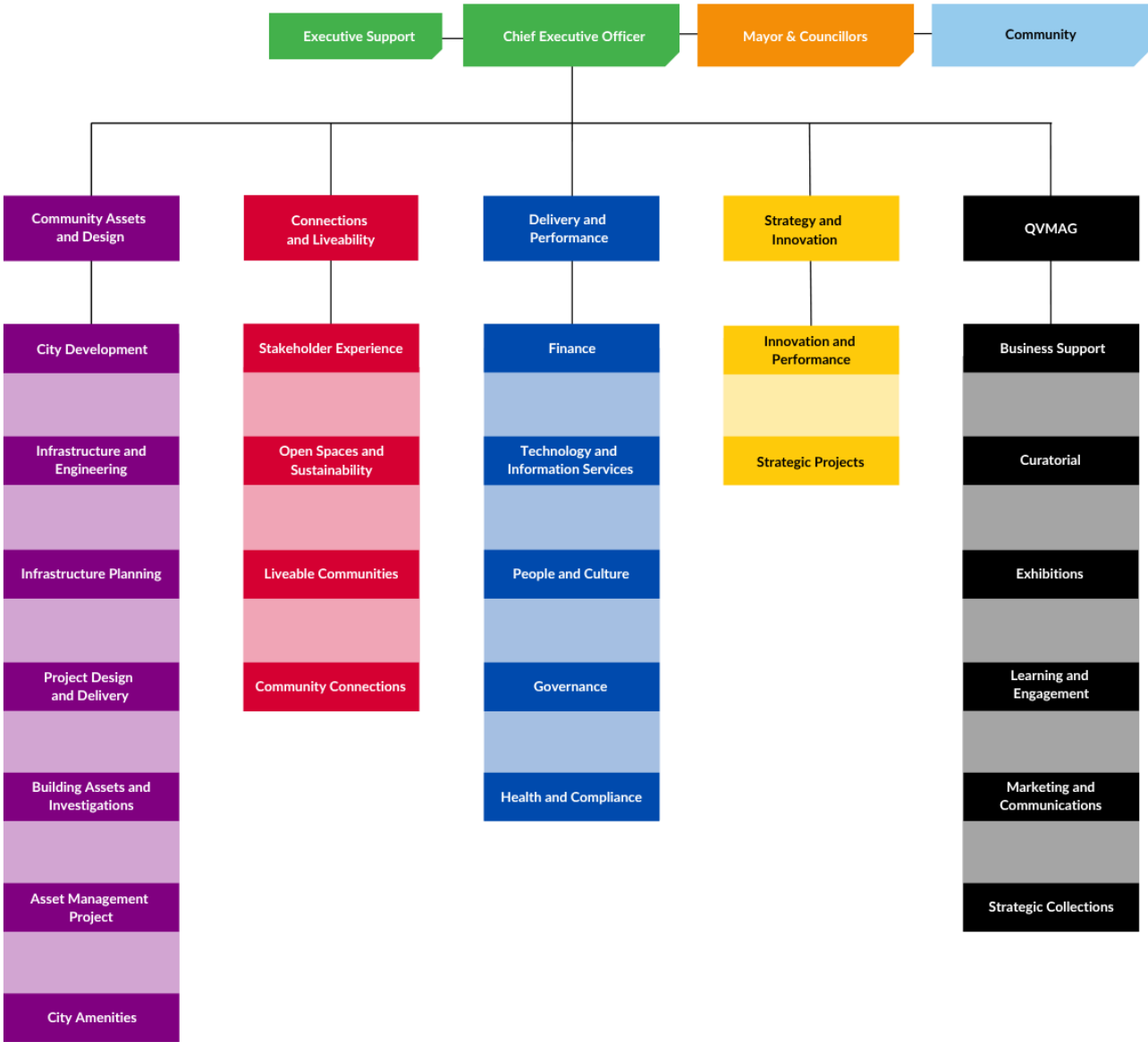
Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Team Leader Environmental Health
Employment terms	Permanent, Full Time
Working pattern	19 day month
Total remuneration	<p>\$133,040 - \$145,373 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$115,436 - \$126,137 per annum</p>
Superannuation	Employer contribution of 15.25%%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Some words from the team

Get to know us a little and come and join our team!

A friendly work culture where staff are always happy to collaborate to work through the varied scenarios found in the Environmental Health field.

Good work culture which enables EHO's to be effective in our role of providing essential services to the community.

Flexible working arrangements to balance work and personal life. Importantly, the ability to take time for family or personal events when needed and either work from home or make up the time or have the time off.

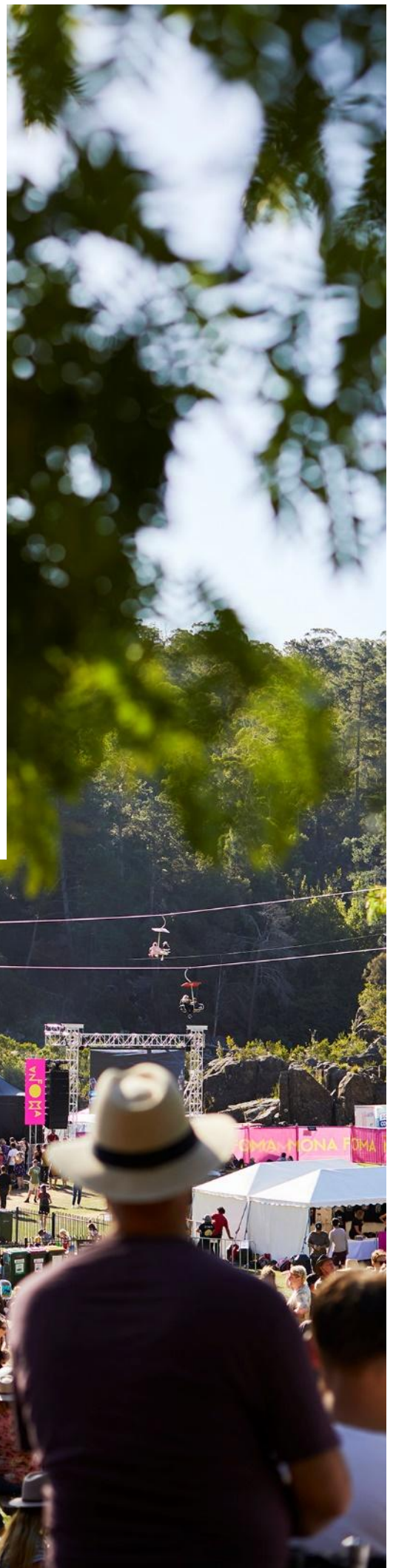
Great team who gets along, cares for and respects each other.

Leaders who are approachable, empathetic and fair, have your back and are there to help.

Training opportunities always offered.

Being able to sit outside or go for a walk to have meetings or 1:1's

Not only are the whole team friendly and welcoming, but I feel like a valued member of the team. The culture amongst both the direct team and the organisation is very supportive and they care about you as a person and not just as an employee. Even though I have been here a short period of time I have experienced the organisational values in all aspects of Council. In short working for Council is the best decision I have made!





A variety of both city and rural environmental health activities.

Part of a larger team of EHOs and support staff.

Team excursions and activities to provide balance and support team relationships, extend our professional knowledge and strengthen our team culture.

An organisation that puts emphasis on both physical and mental health.

Council covers full EHA memberships.

Realistic expectations on workloads and capacity to undertake tasks.

Encouragement to learn new skills.

A central location in Tasmania, day trips to the south, east, north and west.

A close working relationship with Public Health Services at Department of Health.

The team acknowledges our different working styles and personalities, allowing us to have open communication and conversations to achieve an open minded and accepting work environment.





What we offer:

Join a team that puts people first with a **Values driven culture**.

Enjoy a **19-day month** (with an RDO) to give you the balance you deserve.

Generous Superannuation with a competitive **15.25% super contribution**.

Work-Life Balance - Flexible working conditions and supportive team environment.

Work for a **community-focused** organisation and make a positive difference.

Enjoy discounted employee parking and a range of employee benefits

Exciting Employee Benefits, including discounted health insurance and gym access

Position Description

Position Description Form - Team Leader

PF NUMBER:	PF0	POS NUMBER:	POS1467
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POSITION TITLE:	Team Leader Environmental Health
AWARD CLASSIFICATION:	Grade 7
EMPLOYEE:	
TEAM:	Health and Compliance
REPORTS TO:	Senior Leader Health and Compliance
PREPARED BY:	Natasha Tempest
DATE:	October 2025

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery and Performance
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

The Team Leader Environmental Health provides strategic and people leadership to the Environmental Health team, ensuring Council fulfils its statutory responsibilities while proactively shaping public and environmental health outcomes for the community. The role is accountable for developing strategic documents, policies, and initiatives that establish Council's direction, align with legislation and best practice, and support the delivery of Council's Annual and Strategic Plans. The Team Leader builds and leverages networks across government, industry, and the community to strengthen outcomes, influence policy, and enhance collaboration.

With a strong focus on risk-based decision-making, political acuity, and continuous improvement, the Team Leader drives innovation and evidence-based practice through data analysis, performance monitoring, and accountability frameworks. The role sets and maintains clear performance standards, manages team workload, and uplifts morale and culture by fostering a safe, resilient, and engaged team environment. The Team Leader guides the team in navigating complex and often hostile environments, coaching staff in resilience, conflict management, and professional decision-making. The Team Leader actively engages and collaborates with stakeholders and the community, applying an education-first

approach to encourage voluntary compliance, build trust, and promote shared responsibility for public health outcomes.

The Team Leader ensures delivery of critical public health functions, including food safety regulation, immunisation, water quality monitoring, licensing and compliance of high-risk businesses, air quality and smoke management, and responsible environmental management. The role is pivotal in building community resilience, leading Council's public health functions in emergency preparedness, response, and recovery, and embedding environmental health considerations into climate adaptation and sustainable city planning. The Team Leader represents Council in high-risk forums including court proceedings, and influences policy and strategy to strengthen public health, environmental, and climate resilience across Launceston.

Through this leadership, the Team Leader Environmental Health ensures that Council not only meets its statutory obligations but also strengthens community trust, resilience, and wellbeing. By combining technical expertise, strategic foresight, and a collaborative, education-first approach, the role delivers sustainable improvements to public and environmental health outcomes, positioning the City of Launceston as a progressive, responsible, and community-focused leader in the field.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
Leadership		
City of Launceston's Values	<p>Behave in a way that supports the City of Launceston's values.</p> <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
People Leadership	<p>Engage and motivate employees, develop capability and potential in others and role model a safe and constructive culture, in line with Our Values.</p> <p>Communicate organisational goals, priorities and vision and recognise achievements.</p> <p>Communicate clearly and respectfully, listen and encourage input from others.</p> <p>Create an environment where our workforce adapts and responds to changing needs.</p> <p>Achieve results through efficient use of resources and a commitment to quality outcomes</p>	<p>Roles and responsibilities are clearly defined and understood.</p> <p>Clear performance standards and goals are set and monitored.</p> <p>Regular, clear and constructive two-way feedback is provided and received.</p> <p>Learning and developing opportunities are made available.</p> <p>A supportive and well-performing team environment is maintained.</p>
Resource Management - financial, equipment, technology	<p>Manage budget and procurement processes within authorisations and policy requirements and demonstrate financial responsibility.</p> <p>Use, allocate and maintain plant and equipment appropriately.</p> <p>Use technology and information to maximise efficiency and effectiveness.</p>	<p>Budgets are monitored and accurately maintained.</p> <p>Plant and equipment is fit for purpose.</p> <p>New and existing technologies are utilised effectively.</p>
Service Planning & Delivery	<p>Plan and prioritise work in line with organisational goals and adjust to changing priorities.</p> <p>Think, analyse and consider the broader context to develop practical solutions to solve problems.</p> <p>Encourage and suggest new ideas and demonstrate a commitment to continuous improvement.</p>	<p>The team is clear on their priorities.</p> <p>Work practices are continually reviewed and improved.</p> <p>Outcomes are reviewed, with successes recognised and mistakes becoming a learning opportunity.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Commit to delivering community focused services in line with strategic goals.</p>	Customers are responded to and feedback is sought.
Safety & Risk Management	<p>Ensure safety and risk management practices form part of all work activities.</p> <p>Ensure the Safety Circle learnings are practiced and encouraged.</p>	Safety and risk considerations are reflected in work activities.
Collaborate	<p>Work collaboratively within your team and across other teams.</p> <p>Support delivery of the Team's strategic and annual plan actions.</p> <p>Work with other teams as relevant to technical role accountabilities.</p>	<p>Team meetings that encourage input from team members.</p> <p>Collaborative opportunities are sought across other teams.</p>
Innovation	<p>Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.</p> <p>.</p>	Improved work practices and projects.

Technical

Leadership	<p>Lead, coach and motivate a multidisciplinary Environmental Health team, fostering a culture of accountability, inclusion, learning and continuous improvement aligned to Council's values.</p> <p>Actively manage team workload and performance through data, evidence and community insights - analysing trends, service demand, , and resource allocation to inform decisions. Apply lean methods, systems thinking, and customer experience principles to drive efficiency, innovation and continuous improvement in service delivery.</p> <p>Provide leadership in the governance and optimisation of environmental health information systems, ensuring data integrity, privacy, and effective use of digital tools to inform decision-making, performance reporting, and strategic planning.</p> <p>Build capability and confidence across the team by modelling adaptive leadership, resilience and</p>	<p>A high-performing, resilient and collaborative team that demonstrates shared purpose, ownership of outcomes and alignment to organisational values.</p> <p>Strategic priorities and resources are targeted to areas of highest impact. Decisions are evidence-based and transparent, resulting in measurable improvements in performance, risk reduction, service delivery and community outcomes.</p> <p>Data systems are reliable, secure, and effectively used to support evidence-based decisions. Reporting is accurate, timely, and aligned with corporate performance frameworks.</p>
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Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>professional judgement in complex or hostile environments.</p> <p>Recognise and develop performance through clear expectations, constructive feedback and coaching. Address underperformance early and support growth aligned with Council and team goals.</p> <p>Promote a psychologically safe, positive, and high-performing team culture that values feedback, wellbeing, shared problem-solving, and continuous improvement. Recognise and celebrate achievements, encourage innovation and learning, and foster open feedback and reflection to build engagement, trust, and morale.</p> <p>Commit to ongoing professional development and continuous learning to maintain contemporary knowledge of leadership, public health, and regulatory best practice. Encourage and support professional growth across the team through coaching, mentoring, and development planning.</p>	<p>Officers demonstrate composure, consistency and defensible decision-making under pressure, maintaining safety, professionalism and public trust.</p> <p>Performance standards are clear and met. Staff are engaged, accountable and continuously improving.</p> <p>Team members feel valued, supported and confident to contribute ideas and raise concerns. Engagement and morale are high, wellbeing is prioritised, and the team demonstrates accountability, innovation, collaboration and continuous growth.</p> <p>Leadership and technical skills remain current and adaptive to emerging challenges. The team demonstrates ongoing professional growth, engagement, and alignment with evolving organisational and industry standards.</p>
Strategic, Policy, Risk & Political Acuity	<p>Lead the development, implementation and continuous review of strategic documents, policies, operating procedures, and initiatives that establish Council's direction in environmental and public health. Ensure all frameworks remain contemporary and compliance with legislation, research, and national or international best practice, and reflect community expectations and corporate priorities.</p> <p>Provide expert, risk-based and politically aware advice to the Senior Leader, Executive Leadership Team, and elected members on emerging issues, ensuring Council's responses are informed, defensible, and strategically aligned.</p> <p>Identify and manage emerging issues and politically sensitive matters with transparency, professionalism, discretion, and awareness of reputational and legal risk.</p>	<p>Council's strategic and operational are contemporary, efficient, and compliant. They demonstrate strong alignment with corporate and community priorities, reflect emerging research and best practice, and position Environmental Health as a recognised sector leader.</p> <p>Advice and recommendations anticipate risk, demonstrate sound judgement, and support timely, well-informed decisions that protect Council's credibility and reputation. Council anticipates rather than reacts to change.</p> <p>Emerging and contentious issues are managed proactively and resolved constructively. Council's</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Represent Council in high-risk forums, policy working groups, and inter-agency collaborations, building networks and advocating for Council's interests in environmental and public health.</p>	<p>reputation for integrity, accountability, and professionalism is upheld.</p> <p>Council is recognised as a trusted and influential partner in shaping regional and state-level environmental health initiatives, policy and reform initiatives.</p>
<p>Public Health Services & Emergency Management</p>	<p>Provide strategic oversight of Council's statutory public and environmental health functions under the <i>Public Health Act 1997</i>, <i>Food Act 2003</i>, <i>Environmental Management and Pollution Control Act 1994</i>, and <i>Local Government Act 1993</i>, and associated regulations, policies, and by-laws.</p> <p>Ensure delivery of key public and environmental health services, including food safety regulation, immunisation, water quality monitoring, nuisance management, air and smoke management, and licensing of high-risk businesses.</p> <p>Set and manage operational budgets, external contractors, and consultancy engagements within the Environmental Health portfolio. Ensure resources are allocated efficiently, contracts deliver value for money, and all activities comply with procurement, legislative, and safety requirements.</p> <p>Integrate environmental health expertise into climate change adaptation, resilience planning, and sustainable development initiatives across Council.</p> <p>Foster collaboration and education across agencies, businesses, and the community to promote voluntary compliance and shared responsibility for public and environmental health.</p> <p>Lead Council's environmental health contribution to emergency management, ensuring preparedness, response, and recovery functions are integrated into corporate and regional emergency frameworks. Develop and maintain emergency plans, procedures, and after-action reviews, and coordinate resources to protect public and environmental health during crises. Represent Council in emergency management forums and multi-agency operations.</p>	<p>Council consistently meets its legislative obligations. Systems and procedures are current, compliant, and auditable. Regulatory decisions are defensible, transparent, and aligned to best practice and organisational priorities.</p> <p>Programs are delivered efficiently, safely, and in accordance with approved standards and procedures. The portfolio is managed consistently, transparently, and within statutory and customer service charter timeframes, strengthening community confidence and compliance levels remain high.</p> <p>Financial and contractual resources are managed responsibly and transparently. Expenditure and projects align with strategic priorities, procurement and legislative obligations are met, and contractor performance contributes to safe, compliant, and high-quality service delivery.</p> <p>Environmental health considerations are embedded into broader organisational strategies, strengthening city resilience and long-term public health outcomes.</p> <p>Stakeholders demonstrate increased awareness, cooperation, and alignment with Council's public health objectives. Community</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Embed a culture of safety, wellbeing, and preparedness by leading WHS risk management practices within Environmental Health operations, ensuring that staff, contractors, and community engagements adhere to safe work standards and emergency protocols.</p>	<p>resilience and proactive compliance are enhanced.</p> <p>Council's environmental health role in emergencies is clearly defined, well-resourced, and seamlessly coordinated across agencies. Public health risks are effectively mitigated, recovery is evidence-based and timely, and Council demonstrates visible leadership and accountability in community resilience and recovery.</p> <p>Work health and safety practices are proactively managed. Hazards are identified and mitigated early, and staff demonstrate a strong commitment to safety and preparedness.</p>
<p>Court, Compliance & Enforcement Leadership</p>	<p>Provide strategic oversight of compliance and enforcement activities across all public and environmental health functions, ensuring decisions, investigations, and enforcement actions are legally sound, transparent, and consistent with Council policy and principles of natural justice.</p> <p>Lead the preparation, review, and authorisation of notices, legal briefs, and prosecutions, ensuring evidence meets statutory and evidentiary standards. Represent Council as an expert witness or delegate in court proceedings and regulatory forums.</p> <p>Coach, mentor, and authorise Environmental Health Officers in the application of enforcement discretion, investigation techniques, and professional communication, ensuring a consistent education-first approach that promotes voluntary compliance where appropriate.</p> <p>Identify and manage emerging compliance risks, patterns of non-compliance, and systemic issues using data and trend analysis to inform proactive interventions and policy review.</p> <p>Foster collaboration with internal stakeholders, regulatory partners, and legal counsel to strengthen governance, streamline enforcement processes, and share best practice.</p>	<p>Enforcement practices are defensible, fair, and consistent. Council maintains a strong reputation for integrity, professionalism, and equitable regulation.</p> <p>Legal documentation is accurate, comprehensive, and delivered to required standards. Council's enforcement actions withstand external scrutiny and contribute to community confidence in local regulation.</p> <p>Officers apply legislation confidently and consistently, balancing education, engagement, and enforcement. Officers demonstrate professionalism and resilience in managing complex or contentious community interactions, ensuring all enforcement activities uphold Council's reputation for fairness, respect, and community education.</p> <p>Compliance trends are monitored and addressed proactively.</p> <p>Enforcement strategies are data-</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
		<p>driven, preventative, and aligned with Council's risk appetite and strategic priorities.</p> <p>Council benefits from coordinated, cross-agency approaches to compliance. Shared learning and collaboration improve efficiency, outcomes, and reputation.</p>
<p>Networks, Collaboration & Innovation</p>	<p>Build and maintain strong networks and partnerships with local, regional, and state agencies, industry bodies, and community organisations to strengthen environmental and public health outcomes.</p> <p>Collaborate across Council portfolios to align environmental health priorities with strategic objectives, integrating public health perspectives into city planning, community wellbeing, and sustainability initiatives.</p> <p>Champion continuous improvement, innovation, and knowledge sharing across the Health and Compliance portfolio. Apply lean, systems thinking, and service design principles to streamline processes enhance customer experience, and ensure approaches remain contemporary, compliant, and aligned with legislative and best practice standards.</p> <p>Represent Council in professional forums, working groups, and sector networks to exchange knowledge, influence policy, and benchmark performance.</p> <p>Promote transparent, respectful, and proactive engagement with the community and stakeholders, ensuring education, communication, and feedback inform service improvement.</p> <p>Lead evidence-based innovation through research, benchmarking, and analysis of emerging trends in environmental and public health, translating insights into service improvement and proactive policy development.</p>	<p>Council is recognised as a trusted, collaborative, and solution-focused partner that contributes actively to regional and state-level health and environmental initiatives.</p> <p>Environmental health considerations are consistently embedded in Council decisions, projects, and strategies, leading to coordinated and holistic outcomes.</p> <p>Process efficiencies and customer satisfaction are demonstrably improved. Innovative and compliant solutions are implemented and embedded across teams, aligning with legislative requirements and contemporary best practice to strengthen organisational capability and service quality.</p> <p>Council's practices reflect contemporary best practice and are continuously refined through external benchmarking and collaboration.</p> <p>Stakeholders are well-informed and engaged. Community trust and voluntary compliance are strengthened through clear communication and accessible services.</p> <p>Research and data insights drive innovation and preventative approaches, enhancing Council's</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
		leadership in contemporary environmental and public health practice.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
Note: Whilst the key functions and responsibilities for the role are set out above, an employee may be directed to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	Yes
If yes, include in Selection Criteria table below	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> Community Focused: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focused: takes responsibility for own and team's health, well-being and self-care
Position Specific

<ul style="list-style-type: none">• Leadership, People Development & Performance: Proven ability to lead, mentor and develop people, building capability, accountability, and a positive, high-performing team culture that delivers results.
<ul style="list-style-type: none">• Strategic, Political & Risk Awareness: Demonstrated ability to manage complex or sensitive issues with sound judgement, political awareness, and evidence-based advice that protects Council's credibility.
<ul style="list-style-type: none">• Technical & Legislative Expertise: Comprehensive knowledge of environmental and public health legislation, with proven experience applying statutory frameworks to achieve compliant, defensible and community-focused outcomes.
<ul style="list-style-type: none">• Emergency Management & Resilience: Experience leading environmental health preparedness, response and recovery, coordinating inter-agency partnerships and integrating resilience into Council planning.
<ul style="list-style-type: none">• Continuous Improvement & Innovation: Proven success leading lean, systems thinking and customer-focused improvements, assessing and analysing data, preparing reports, and inspiring direction and purpose to achieve organisational goals.
<ul style="list-style-type: none">• Collaboration & Stakeholder Engagement: Highly developed skills in collaboration, negotiation and conflict resolution. Demonstrated ability to work collaboratively within teams, across Council and with external stakeholders, promoting an education-first approach that builds voluntary compliance and trust.
<ul style="list-style-type: none">• Financial & Project Management: Experience managing budgets, contractors and projects to ensure value for money, compliance, and delivery of high-quality outcomes aligned with strategic priorities.
<ul style="list-style-type: none">• Communication & Representation: Excellent communication and presentation skills, with experience preparing reports, representing Council in complex forums, and influencing policy or reform outcomes.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none">• Tertiary qualification in Environmental Health or a closely related discipline
<ul style="list-style-type: none">• Minimum of three (3) years' post-qualification experience in environmental or public health, including demonstrated minimum of three (3) years' leadership within local government or an equivalent regulatory environment.
<ul style="list-style-type: none">• Strong understanding of key legislation including the Public Health Act 1997 (Tas), Food Act 2003 (Tas), Environmental Management and Pollution Control Act 1994 (Tas), and Local Government Act 1993 (Tas).
<ul style="list-style-type: none">• Demonstrated ability to lead teams and stakeholders in fast-paced, high-risk and adaptable environments, fostering psychological safety, collaboration, and resilience. Builds a culture of continuous improvement and innovation through the application of lean, systems-thinking, and customer-focused approaches.
<ul style="list-style-type: none">• Proven capability in data analysis, digital systems use, and reporting to inform evidence-based decisions, supported by strong communication, collaboration, and stakeholder-engagement skills.
<ul style="list-style-type: none">• Tasmanian Drivers Licence

REPORTING STRUCTURE	
Leader	Senior Leader Health and Compliance
Direct Reports	Environmental Health Team

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Environmental Health Team	Leadership and support
Health and Compliance Team	Team member
Other Teams within Council	Collaborative, technical advisor, and working relationship
External	Nature of Relationships
State Government Departments	Information and advice
Contractors	Contract Management
Court and Legal Services	To act as a witness and technical expert for prosecution on Council parking matters when required.
Developers	Regulatory and advisory
Food Business and Place of Assembly Operators	Regulatory and advisory
Operators of other businesses (Level 1 under the Environmental Management & Pollution Control Act)	Regulatory and advisory
Operators of other businesses that require a licence/registration/permit under the Public Health Act and Food Act	Regulatory and advisory
Members of the public	Liaison and/or direction

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$10,000
Legislative delegations and authorisations	Public Health Act 1997 Food Act 2003 Environmental Management & Pollution Control Act 1994 Litter Act 2007 Local Government Act 1993
Legal action/miscellaneous Appeals	Prepare for and give Expert Witness in Court Assist in prosecutions/appeals

Confidentiality

Employees are

a) Able to access; or

- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the current Enterprise Agreement.

