



POSITION DESCRIPTION

Manager Community Safety & Wellbeing

Local Government | Community Safety, Wellbeing & Emergency Management

1. POSITION IDENTIFICATION

Position Title	Manager Community Safety & Wellbeing	Position Number	[Insert position number]
Classification	Senior Officer / Manager	Reports To	Director Communities / Director Planning & Development
Directorate	Communities / Planning and Development	Budget Responsibility	[Insert operating and capital budget]
Department	Community Safety, Local Laws & Emergency Management	Direct Reports	[Insert number of direct reports]
Employment Status	Full-time, Permanent	Date Reviewed	[Insert review date]

2. POSITION PURPOSE

The Manager Community Safety & Wellbeing provides strong, values-based leadership across Council's community safety, environmental and public health, local laws, compliance and emergency management functions. The role leads a multi-disciplinary department to deliver statutory obligations, embed a proactive and preventative approach to community health and safety, and drive high-quality, customer-focused services that improve wellbeing outcomes for the municipality.

The position is responsible for the effective leadership and management of the department's people, budget and service delivery, and is appointed as Council's Municipal Emergency Resource Officer / Municipal Emergency Manager under delegation from the CEO. The role operates as a key member of the Directorate's leadership team, contributing to the development of organisational strategy, policy and business planning.

3. KEY RESPONSIBILITY AREAS

Leadership & Culture

- Provide strong, visible leadership, strategic direction and coaching to build the capability, culture and performance of the department.
- Foster a culture that is receptive to change, customer-focused and committed to industry best practice and continuous improvement.
- Attract, develop and retain talented people, ensuring performance objectives, development plans and feedback processes are in place across the team.
- Contribute as a member of the Directorate leadership team and Council's broader leadership group to the development of strategy, policy and organisational priorities.

Community Safety, Compliance & Local Laws

- Lead the delivery of Council's statutory obligations relating to local laws, community compliance, environmental and public health, and animal management.
- Oversee investigations, enforcement action and prosecutions in accordance with legislative requirements and timelines, including representation at Magistrates' Court where required.
- Ensure enforcement, compliance and regulatory functions are delivered consistently, fairly and in the best interests of the community.
- Monitor legislative and community change and provide policy advice to the Director and Executive team on emerging risks and service implications.

Emergency Management

- Lead Council's emergency management responsibilities, including preparedness, response, relief and recovery planning.
- Lead the development, review and implementation of the Municipal Emergency Management Plan and associated sub-plans.
- Act as Council's Municipal Emergency Manager / Municipal Emergency Resource Officer, representing Council on relevant emergency management planning committees.

Strategic Partnerships & Stakeholder Engagement

- Build and maintain strategic relationships with Councillors, the Executive team, other Council departments, government agencies and community organisations.
- Represent Council's views, policies and community needs to government and statutory authorities, other councils, and community and business groups.
- Deliver clear, proactive communication and media engagement on community safety and wellbeing matters.
- Lead the development and implementation of key strategic documents including the Health & Wellbeing Strategy, Enforcement Policy, Disability Action Plan and related plans.

Financial & Resource Management

- Manage the department's operating and, where applicable, capital budgets, ensuring services are delivered within approved resources.
- Develop robust business and performance plans aligned to Council's strategic objectives and the Council Plan.
- Drive service innovation and process improvement to build a sustainable, efficient regulatory and community safety service.

Governance, Risk & Compliance

- Ensure Council meets its statutory obligations across all functional areas of the department, responding effectively to audit and governance requirements.
- Ensure compliance with privacy legislation and manage all personal and sensitive information professionally and confidentially.
- Ensure Council policies, procedures and systems are implemented and adhered to, including in relation to human resources, risk, procurement and customer service.
- Contribute to a positive health and safety culture, ensuring actions taken do not place at risk the health, safety or wellbeing of employees or the community.

4. ORGANISATIONAL RELATIONSHIPS

Reports To	Director Communities / Director Planning & Development
Direct Reports	Coordinators and/or Managers across Local Laws, Community Compliance, Emergency Management, Public/Environmental Health and Prosecutions
Internal Contacts	Councillors, CEO, Directors, Executive Management Team, Managers, Coordinators and Council staff
External Contacts	State and Federal Government agencies, Victoria Police, emergency management agencies, regulatory and statutory bodies, community groups, industry and professional bodies, other councils, Council's legal advisors

5. ACCOUNTABILITY & EXTENT OF AUTHORITY

- Exercises delegated authority under relevant Instruments of Delegation and Sub-Delegation to administer and enforce applicable Acts and Regulations.
- Exercises discretion and initiative in decision-making, carrying out the role and managing the department within Council policy and approved budgets.
- Authorises expenditure within approved financial delegations and signs correspondence and reports to the Director, Executive team, Council and the community.
- Accountable for the overall leadership, performance and statutory compliance of the department.

6. JUDGEMENT & DECISION MAKING

- Operates with a high level of independence, professional judgement and political acumen, exercising discretion in accordance with Council policy, legislation and delegations.
- Makes decisions on complex, sensitive and often high-profile enforcement, compliance and emergency management matters, which may carry legal, reputational or community-wide impact.
- Applies sound problem-solving skills in line with industry best practice; direct guidance is not always available and independent judgement is required.

7. QUALIFICATIONS, EXPERIENCE & SPECIALIST SKILLS

- Tertiary qualification in Environmental Health, Law, Emergency Management, Regulatory Services, Community Development or a related discipline.
- Significant, demonstrated experience in a senior leadership role overseeing community safety, compliance, environmental health, local laws or emergency management functions.
- Sound understanding of the legislative and regulatory framework applying to local government, public health, community compliance and emergency management.
- Experience in investigation and prosecution of regulatory breaches, and representation at court or tribunal.
- Demonstrated experience in budgeting, financial management, and the management of staff and resources.
- Current Victorian driver's licence

8. KEY SELECTION CRITERIA

- Proven senior leadership experience with the ability to build a high-performing, customer-focused departmental culture.
- Highly developed communication, negotiation and stakeholder engagement skills, including the ability to present to Council and Executive forums.
- Demonstrated experience leading emergency management planning and response, ideally as an appointed Municipal Emergency Manager or equivalent.
- Sound commercial and business acumen, with the ability to manage budgets and drive service improvement.
- Ability to exercise sound judgement and make defensible decisions on complex legislative and enforcement matters.
- Commitment to child safety, diversity and inclusion, and the safety and wellbeing of the community.

9. CONDITIONS OF EMPLOYMENT

Conditions of employment are in accordance with the relevant Senior Officer / Executive Contract of Employment and Council's Enterprise Agreement, and are subject to:

- A satisfactory National Police Record Check (renewable periodically as required).
- A Working with Children Check, where applicable.
- Psychometric or other pre-employment assessment as required.
- Appointment as an Authorised Officer under relevant statutory delegations.

This Position Description is intended to describe the general nature and key responsibilities of the role. It is not an exhaustive list of duties, and the incumbent may be required to undertake additional tasks reasonably within the scope and skill level of the position, including emergency-related functions during activation of the Municipal Emergency Management Plan.

Prepared by GEM Executive — a boutique executive search and recruitment firm specialising in local government and not-for-profit placements across Victoria.