Position Description (Employee)
Senior Environmental Health Officer

Division	City Planning, Development and Transport
Business Unit	Health and Building
Grade/Band	Band 6
Date position description approved	11 March 2021

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six-core values guide everything we do at the City.

Primary purpose of the position

The primary purpose of this position is to be a lead investigation and enforcement officer in any routine and detailed matter relating to public or environmental health, utilising independent decision making on appropriate actions and achieving quality outcomes to protect public safety, health and the environment.

Key accountabilities

- Investigate and resolve general and sometimes detailed regulatory environmental and public health issues while achieving timely, high quality outcomes.

- To take appropriate enforcement actions to deal effectively with environmental and public health issues, taking into account the situation, the significance of the matter and the legislative options.

- Carry out proactive and routine inspections and follow up inspections of registered premises in accordance with procedures.

- Manage large, varied and detailed work loads of environmental health matters concurrently.

- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

- Provide leadership and technical advice to other staff within the team, including review of proposed enforcement and correspondence.

- Undertake position duties outside of normal working hours, as required.

- Develop & Implement projects that assist with the best practice management of existing public health premises or issues.

Key challenges

- Deliver expert advice on all areas of environment and public health issues in a highly regulatory environment while addressing various concerns of a large number of stakeholders.

Key relationships

Who	Why
Internal	
Area Manager / Area Coordinator	• Advise and report on progress of investigation and inspection program.
Specialist (Standards and Policy)	• Provide input into Unit procedures and policies. • Advise on complex or contentious matters.
External	
Customers	• Engage and manage customer expectations regarding enforcement action.

Key dimensions

Decision making

The position is accountable for decisions regarding investigation of proactive programs and reactive investigation and any follow up rectification and enforcement in accordance with relevant legislation.

Reports to

Area Manager, Health and Building

Essential Knowledge, Skills & Experience

- Bachelor of Science degree qualifications in Applied Science (Environmental Health or equivalent.
- Experience in successfully delivering environmental health functions including the competent delivery of inspections, investigations and enforcement.
- Demonstrated knowledge and experience in the application of public and environmental health legislation, policies and guidelines.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	**Act with Integrity and Courage**	**Advanced**
	Demonstrate Accountability	Adept
	Manage Self	Intermediate
	Display Resilience and Adaptability	**Adept**
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	**Adept**
	Community and Customer Focus	**Adept**
	Influence and Negotiate	**Adept**
Results	**Deliver Quality Results**	**Adept**
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
Resources	Finance	Intermediate
	Technology and Information	**Intermediate**
	Assets and Tools	Intermediate
	Procurement and Contracts	Intermediate

This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that to be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity & Courage	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Personal Attributes Display Resilience and Adaptability	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Communicate and Engage Respectfully	Adept	• Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Relationships Community and Customer Focus	Adept	• Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships Influence and Negotiate	Adept	• Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and

		- consideredapproach and sound arguments - Encourages others to share and debate ideas
Results Deliver Quality Results	Adept	- Takes responsibility for the quality and timeliness ofthe team's work products - Ensures team understands goals and expectations - Shares the broader context for projects and taskswith the team - Identifies resource needs, including team, budget,information and tools - Allocates responsibilities and resources appropriately - Gives team members appropriate flexibility to decide how to get the job done
Resources Technology and **Information**	Intermediate	- Shows confidence in using core office software and other computer applications - Makes effective use of records, information and knowledge management systems - Supports the introduction of new technologies to improve efficiency and effectiveness