Position Description (Employee)
Cadet Environment Health Officer

Division	City Planning, Development and Transport
Business Unit	Health & Building
Grade/Band	Band 2
Date position description approved	21 November 2019

The City of Sydney

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, demonstrated by our clear, compelling plan for our global city: Sustainable Sydney 2030 – 2050 Continuing the Vision.

Caring for our city, creating a future for all is our purpose. No matter the role we play, caring for our communities, environment, work and people is our foundation. We're passionate about our city: its venues, facilities, open spaces and everything we do to make it a great global city. And our people: our commitment to social justice so no one gets left behind.

Our values

We have 3 values that guide our everyday behaviours and reflect us at our best.

Make a difference: We care about our community and strive to be our best every day. We act with integrity in the best interests of our city and colleagues.

Better together: We do our best when we listen to the voices of others and work as a team. We celebrate our diversity, finding ways for everyone to belong.

Embrace possibilities: We encourage curiosity and are open to new ideas. We challenge ourselves to find the best solutions for our city and our organisation.

Primary purpose of the position

The Cadet Environmental Health Officer is to participate in a practical training program to develop key skills and knowledge of environmental health through rotational placements across the Health and Building Business Unit.

Key accountabilities

- Develop and maintain knowledge to deliver regulatory services within the Health & Building Unit.

- Participate in inspections and programs across the Environmental Health program to ensure legislative compliance.
- Participate in investigations regarding Environmental Health to assist in making informed decisions.
- Provide assistance in compiling comprehensive and accurate reports to enable informed decision making.
- Provide a higher level of customer service to reflect the City's vision and values.
- Assist in providing comprehensive and accurate reports that enable the City to take legal action for breaches of public health and environmental health legislation.

Key challenges

- Delivering accurate and consistent work within a highly regulated environment
- Maintaining knowledge and understanding of relevant legislation applicable to the performance of the duties of this position

Key relationships

Who	Why
Internal	
Area Manager/Coordinator	- Receive information on progress towards business objectives and discuss future directions - Contribute to decision making - Identify emerging issues/risks and their implications and propose solutions
Team/Unit	- Collaborate across the team and unit to progress program - Provide assistance to the Health & Building Unit.
Specialists	Provide input into emerging issues, risks and impacts and propose solutions
External	
Stakeholders (External Customers)	- Provide accurate information in line with relevant legislation - Manage expectations and resolve issues

Key dimensions

Decision making

The position is accountable for proposing outcomes on a day to day basis regarding the enforcement of environmental health programs and general public health services

Reports to

Area Manager

Essential Knowledge, Skills & Experience

- Currently undertaking studies to obtain tertiary qualifications in Applied Science (Environmental Health) or the equivalent qualification in Environmental Health.

- Demonstrated knowledge of environmental and public health legislation, codes 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	Foundational
	Demonstrate Accountability	Foundational
	Manage Self	**Intermediate**
	Display Resilience and Adaptability	**Foundational**
Relationships	Work Collaboratively	Foundational
	Communicate and Engage Respectfully	**Intermediate**
	Community and Customer Focus	**Intermediate**
	Influence and Negotiate	**Foundational**
Results	**Deliver Quality Results**	**Foundational**
	Create and Innovate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
Resources	Finance	Foundational
	Technology and Information	**Intermediate**
	Assets and Tools	Foundational
	Procurement and Contracts	Foundational

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 must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	- Understands what needs to be done and steps up to do it

Group and Capability	Level	Behavioural Indicators
		• Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
Personal Attributes Display Resilience and Adaptability	Foundational	• 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	Intermediate	• Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Relationships Community and Customer Focus	Intermediate	• Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Relationships Influence and Negotiate	Foundational	• Builds a network of work contacts across the organisation • Approaches negotiations in the spirit of cooperation • Puts forward a valid argument using facts, knowledge and experience • Asks questions to understand others' interests, needs and concerns • Works with others to generate options that address the main needs and concerns of all parties
Results Deliver quality results	Foundational	• Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision

Group and Capability	Level	Behavioural Indicators
		• Consistently delivers key work outputs on time and on budget
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