Position Description (Employee)
Program Manager – Environmental Health

Division	City Planning, Development and Transport
Business Unit	Health & Building
Grade/Band	Band 8
Date position description approved	4 October 2019

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 Environmental Health Program Manager leads a team and coordinates resources across a number of divisions, acting in concert with government agency and private landowners to align efforts and resourcing to reduce rodent activity.

The position leads the design and delivery of initiatives that improve environmental health outcomes which aim to reduce the spread of disease from rodent activity.

The position develops and manages strategic partnerships with a diverse range of internal and external stakeholders in order to influence them to implement complementary initiatives from state and private landowners.

To deliver public health program related actions across the City to improve environmental health outcomes for City of Sydney's residents, workers and visitors consistent with Sydney 2030 directions and targets, and the City's environmental health strategy and sector action plans.

Key accountabilities

- Lead the development and delivery of the City of Sydney's environmental health program focussed on reducing rodent activity and reducing disease associated with rodent activity.

- Design, oversee and evaluate the implementation of environmental health programs and initiatives that reduce rodent activity and improve related environmental health outcomes.

- Build and maintain productive partnerships with other levels of Government, business and industry to improve environmental health outcomes for Sydney residents and business.

- Play a central role in the facilitation of knowledge and strategies that improve environmental health outcomes in dense urban areas as they relate rodent activity.

- Provide expert advice on matters related to urban environmental health programs including information, resources and communications for key stakeholder groups including the general public, as well as briefings and reports for Council.

- Work closely with key members of the Parks, Rangers, and Waste Units as well as other relevant areas of the Council responsible to reduce the impacts of rodent activity.

- The position is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

Key challenges

- Developing a deep understanding of effective rodent management strategies and applying them to the Sydney context.

- Understanding the pest management industry's capacity to deliver innovative and effective rodent control services.

- Influencing key government, business and industry stakeholders to develop and deliver effective rodent control programs.

Key relationships

Who	Why
Internal	
Manager Standards and Policy	- Provide expert advice on rodent management programs and contribute to decision making - Identify emerging issues/risks and their implications and propose solutions - Report on progress towards business objectives and discuss future directions
Health and Building Unit	- Identify and agree strategic priorities and annual programming - Provide performance data for analysis and evaluation
Units outside the Division including Parks, Rangers, Waste, Media and	- Lead and coordinate cross divisional teams to influence new program partners and promote programs

Who	Why
Communications, Strategic Engagement and other as required	- Provide expert advice on a range of program related issues and strategies - Optimise engagement to achieve defined outcomes - Manage expectations and resolve issues
External	
Relevant government agencies and private landowners such as NSW Land & Housing, Property NSW, Sydney Water, Transport NSW, NSW Health.	- Engage partners in the delivery and evaluation of programs and services - Negotiate multi-party collaboration in delivery of programs and services - Manage expectations and resolve issues
Vendors/Service Providers and Consultants	- Negotiate and approve contracts and service agreements. - Manage contracts to ensure compliance with service agreements.

Key dimensions

Decision making

Has the authority to make decisions consistent with Council delegations and take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

Manager Standards and Policy

Essential Knowledge, Skills & Experience

- Tertiary qualifications at degree level in a relevant discipline and/or extensive relevant experience.

- A deep understanding of the policy context and role of local government as it relates to environmental health programs, particularly in dense urban environments

- An understanding of state agency and private stakeholder, in particular in delivering effective environmental health programs.

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	**Intermediate**
	Manage Self	Adept
	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	Adept
	Plan and Prioritise	**Adept**
	Think and Solve Problems	**Adept**
Resources	Finance	Intermediate
	Technology and Information	Adept
	Assets and Tools	Adept
	Procurement and Contracts	Adept

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 Demonstrate Accountability	Intermediate	• Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level • Is vigilant about the use of safe work practices by self and others • Is alert to risks in the workplace and raises them to the appropriate level

Relationships Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
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 considered approach and sound arguments • Encourages others to share and debate ideas
Results Plan and Prioritise	Adept	• Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness