

Position Description (Employee)

Senior Environmental Pest Officer

Division	City Planning, Development and Transport
Business Unit	Health & Building
Grade/Band	6
Date position description approved	3 September 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 Senior Environmental Pest Officer will be the lead investigation, monitoring, control and enforcement officer for the management of pests including prohibited, controlled and restricted weeds, utilising independent decision making on appropriate actions and achieving quality outcomes to protect public safety, health and the environment.

Key accountabilities

- Provide strategic advice and recommendations for pest management programmes and practises for the City ensuring consistency in compliance by landowners to relevant legislation and policies to ensure the protection of public health and the environment..
- Investigate and resolve regulatory environmental issues to ensure public health and safety is maintained

- Provide coaching and mentoring on public or environmental health issues within the team and to relevant stakeholders to build capability in regards to pest management across the team to ensure consistency of investigation and regulation.
- Develop and implement improved systems for reporting, mapping and management of pest control programs to address areas of concern across our local government area.
- Interpret environmental health and public health legislation, codes of practice and policies and enforce requirements where breaches are identified.

Key challenges

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

Key relationships

Who		Why
Internal		
Manager		<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making on all pest control programmes • Identify emerging issues/risks and their implications and propose solutions
Project Manager		<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Provide advice and report on progress regarding investigations, pest control and monitoring programmes and day to day operations
Environmental Specialist	Health	<ul style="list-style-type: none"> • Provide advice on operational outcomes and a range of project related issues and strategies • Provide input into emerging issues/risks and public health impact and propose solutions
Stakeholders		<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External		
Stakeholders		<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues

Key dimensions

Decision making

The position is accountable for decisions regarding all operational project objectives and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

Reports to

Health and Building Area Team Manager

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	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	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
Resources	Finance	Intermediate
	Technology and Information	Adept
	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 Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • 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 Work Collaboratively	Adept	<ul style="list-style-type: none"> • 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 Community and Customer Focus	Adept	<ul style="list-style-type: none"> • 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
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Resources Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements