

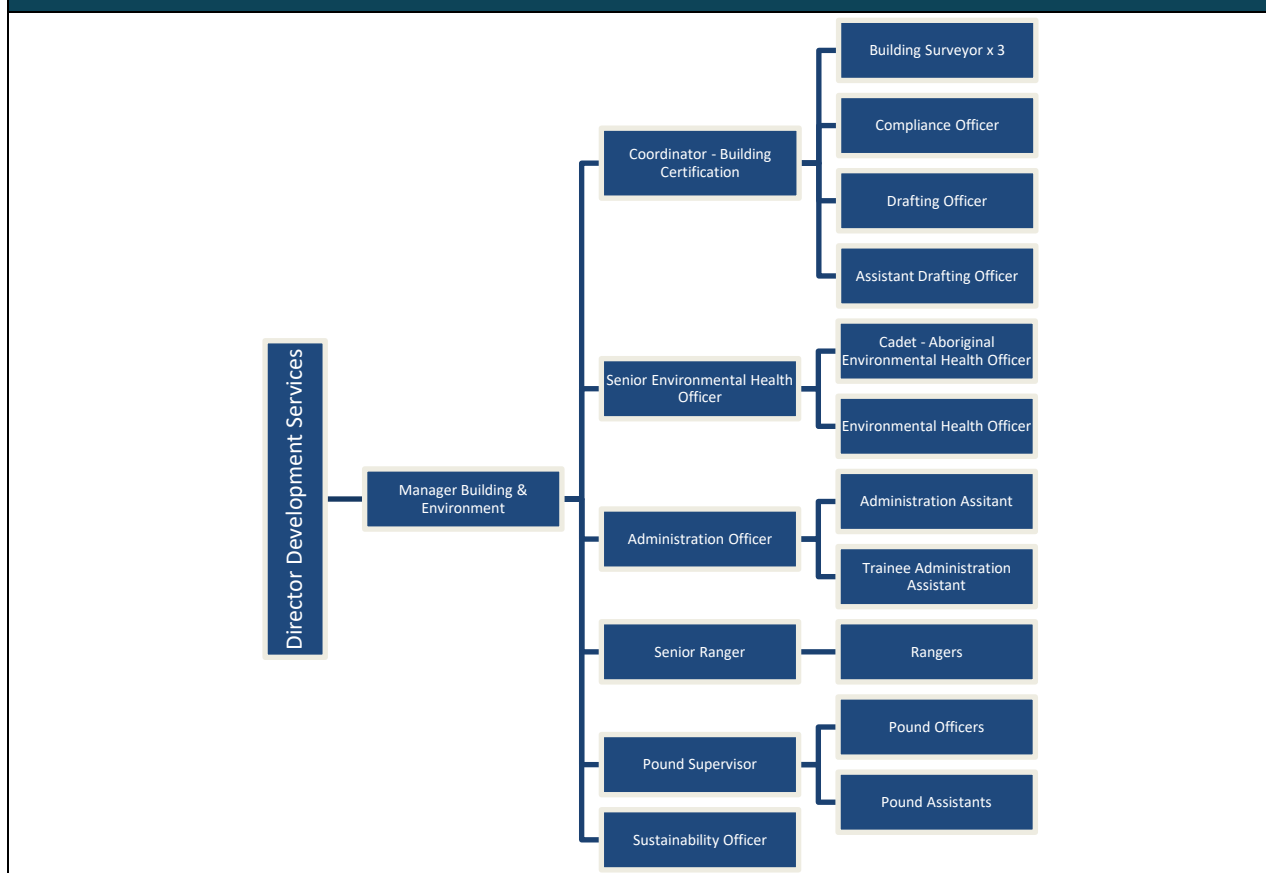
<b>Position Title:</b>	Cadet Aboriginal Environmental Health Officer
<b>Position Number:</b>	TBC
<b>Division:</b>	Development Services
<b>Section:</b>	Building and Environment
<b>Grade:</b>	T-Rates as per Local Government (State) Award
<b>Delegations:</b>	N/A
<b>Position FTE Hours:</b>	35

### Primary Purpose of Position

To undertake a cadet placement within the Environmental Health section of Council whilst completing appropriate university studies part time.

To assist in the delivery of services whilst developing skills and experience to become a competent and qualified Environmental Health Officer.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Be a person of Aboriginal or Torres Strait Islander Descent and identify as Aboriginal or Torres Strait Islander person and be accepted as such by an Aboriginal or Torres Strait Islander community
- Current Drivers Licence
- Evidence of education, training or work experience that will meet the entry requirements for the Bachelor of Science (Environmental Health), at Western Sydney University, within three months of commencing employment

### Skills and Experience

- Well-developed communication skills both verbal and written including the capacity to interact with all levels of staff and the public
- Conflict resolution, problem solving and negotiation skills
- Ability to use initiative in work, training and studies.
- Demonstrated ability to work and contribute as part of a team
- A commitment to ongoing study requirements and ability to manage time and prioritise work
- Ability to travel for university workshops, training and other work commitments for up to a week.
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Achieve satisfactory academic progress through the Bachelor of Science (Environmental Health), at Western Sydney University
- Successfully complete the Aboriginal Environmental Health Officer Training Program 'Workplace Training Kit'
- Maintain a record of all training and courses attended and regularly report to supervisor/s on all matters pertaining to the position
- Participate and assist in the performance of the regulatory functions and duties of an Authorised Environmental Health Officer, including inspections, investigations, monitoring, sampling, advice and education.
- Accompany and assist Council Officers in other areas relevant to environmental health practice, including water quality and development assessment
- Develop and maintain a professional working relationship with stakeholders including relevant government departments and regional alliances
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team

- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description*

**Name of Employee**

<b>Signature of Employee</b>	
<b>Date</b>	