

Position:	Manager Environment & Sustainability
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Senior Executive Officer
Division:	Placemaking & Environment
Department:	Environment and Sustainability
Team:	Environment and Sustainability
Date Reviewed:	September 2024
Approved By:	General Manager Placemaking & Environment
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

- We set clear expectations
- We are accountable for our actions
- We get things done

We See Opportunity

- We look for better ways
- We are open minded
- We learn from our experiences

We Work Together

- We value strengths and differences
- We seek to work with others
- We help people to succeed

We Make a Difference

- We proudly represent Surf Coast Shire Council
- We act with the future in mind
- We go the extra mile

Position description

The Surf Coast Shire Council organisation structure includes the three Divisions of Place Making & Environment, Organisational Strategy and Effectiveness, and Community Life.

This is one of 5 management positions reporting to the General Manager – Place Making & Environment.

Refer to website for Surf Coast Shire Council Organisation Chart. Department organisation chart is attached to this document.

The Environment and Sustainability Department has the following functions:

- Facilitate and support Council and community climate mitigation and adaptation
- Environmental sustainability
- Waste management strategy, projects and operations
- Transition to a circular economy for both Council and community
- Environmental protection, including pest plant and animal management
- Environmental enhancement, including management of nature reserves and rural roadsides and collaborative partnerships
- Advisory services.

POSITION OBJECTIVES

The Surf Coast Shire Community Vision and the Council Plan 2021-25 show how vital this environmental leadership role is to this community's and Council's aspirations and expectations.

It combines environment, climate change and circular economy compliance obligations with the delivery of the following Council Plan strategies:



Working with colleagues across the organisation, Councillors, external agencies, businesses and the community the position will focus on delivering the purpose of caring for Country and working with the community to make places that people love.

We pride ourselves on our constructive culture that people want to be a part of. As a senior leader you are expected to role model the highest standards of behaviour and bring your own unique style to the role. Relationships are important to us and this role works closely with Councillors, the community and external agencies.

ORGANISATIONAL RELATIONSHIPS

Reports to: General Manager Placemaking & Environment

Supervises: Five direct reports: Coordinator Environment, Coordinator Climate Action, Coordinator Waste Management, Coordinator Circular Economy and Project Support Officer. Total department headcount is 27 with EFT of 17.29

Internal Relationships: All employees and Councillors

External Relationships: Members of the public, interest/advocacy groups, government departments and agencies, collaborative networks and other professionals (e.g. contractors).

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

KEY RESPONSIBILITIES

General

- Lead and deliver cross-organisational policies and programs to ensure the successful delivery of Council Plan and other strategic objectives relating to climate action, circular economy and environmental protection.
- Facilitate organisational systems and cultural change to integrate environment, climate change and circular economy considerations throughout Council services and operations
- Provide strategic advice and expertise in environmental management, sustainability, climate mitigation and adaptation, circular economy, waste management and integrated water management
- Collaborate effectively with others in the region
- Actively build and maintain relationships with key stakeholders across the region
- Represent Council on climate, environmental and circular economy as required
- Constructively participate as a member of the Leadership Group
- Drive the implementation of projects and activities identified in the Reconciliation Action Plan
- Prepare unit work plans with measurable outcomes in conjunction with the General Manager Placemaking and Environment.
- Ensure an effective system to respond to and resolve community complaints or concerns relevant to the Department's functions
- Behave consistently with Council's values.
- Perform other duties and responsibilities reasonably within the capabilities of the position

Climate resilience and environmental management

- Oversee and implement climate resilience and sustainability strategies, policies and programs across the Shire consistent with Council's legal obligations, Council Plan, resolutions and approved strategies/action plans
- Oversee development of community climate mobilization initiatives
- Ensure Council managed environmental reserves and rural roadsides are managed in accordance with appropriate standards.
- Develop and deliver pest plant and animal management programs on Council managed land.
- Oversee the development and maintenance of an Environmental Management System to ensure compliance with relevant legislation.
- Provide environmental advisory service to the organisation.

Circular economy

- Lead the development and implementation of waste and circular economy strategies, policies and programs, including the Circular Economy Action Plan and landfill transition planning
- Formulate and manage effectively the waste management department's annual budget including ensuring the long term sustainability of the Waste Reserve
- Identify, and deliver the timely completion of waste management projects
- Manage waste-related contracts
- Oversee all waste operations

Position description

People leadership

- Recommend, develop and maintain an appropriate department staffing structure
- Ensure department employees receive regular feedback on their performance
- Ensure a formal annual assessment of each employees' performance, training and skill needs
- Lead the development of a high performance team culture
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support delivery of Council's environment and sustainability goals.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Directly accountable for clearly quantifiable outcomes and outputs that are the direct responsibility of the position.
- Manage controllable resources for specific projects, programs and the Department to achieve defined business, service, developmental or operational objectives.
- Use the annual value of the resources allocated to and controlled by the position to achieve the objectives, typically reflected in expenditure and/or capital budgets.
- Provide leadership to a team of employees to achieve service, operational and project objectives.
- Bound by broad practice and policy guidelines and is subject to executive management direction. There is freedom to determine how to achieve end results. Achievements are generally measured against agreed targets and budgets.
- Substantially influences the allocation of resources, deploys employees independently and makes minor long term commitments where there are defined precedents.
- May make statements on behalf of the organisation in accordance with policy directives.
- General management of staff, planning of work, allocation of resources, the application of professional knowledge and the use of initiative are all seen as being within the extent of the authority.

JUDGEMENT AND DECISION MAKING

- Operate within an environment where there is a strong requirement to identify and define corporate issues or emerging issues of major community or professional concern. The position defines core business strategies for the implementation of major strategic change.
- Resolve unusual problems and develop and oversee the implementation of new programs. This requires the definition of appropriate organisation policies and business strategies, Council and organisational business plans and new business development initiatives.
- Undertake the identification of the environment and business challenges for current and future years and develop the organisational strategies to meet these challenges.
- The position involves both problem solving and policy development. Methods, procedures and processes will often not be clearly defined and the incumbent is expected to contribute to their development and adoption. The work may typically require identification and analysis of a range of options before a choice can be made. The incumbent will be expected to identify and develop policy options for consideration by the General Manager, Executive Management Team or Council.
- The position recommends solutions or alternative courses of action.
- Make decisions on all matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Actions must be within the parameters of legislation and regulation as applies to local government.

SPECIALIST SKILLS AND KNOWLEDGE

- The incumbent will be required to have proficiency in the application of theoretical approaches in the development of solutions to problems within their field of specialisation. An understanding is required of the long term goals of the wider organisation, its evolving aspirations and of the legal, socio-economic and political context.
- A sound knowledge of budgeting and cost/revenue monitoring, service performance monitoring and trend analysis is expected.
- Extensive knowledge of legislation relating to environment and waste management in the context of local government in Victoria, in particular the Environment Protection Act
- Extensive experience in management of environment and waste management services.
- An understanding of Local Government, and other levels of Government operations.
- Well developed research and analytical skills.

MANAGEMENT SKILLS

- Ensure effective supervision of a number of employees to achieve objectives and goals taking account of wider organisational and external constraints and opportunities.
- Required to manage a number of projects simultaneously, to meet agreed outcomes with limited resources.
- Ability to lead, motivate and develop supervised employees.
- The incumbent will require a level of management skills to enable effective supervision of a large group of employees with varying skills and qualifications and to achieve objectives and goals taking account of wider organisational and external constraints and opportunities.
- The ability to engender the trust of management, staff, clients and the general public.

INTERPERSONAL SKILLS

- The incumbent will require the ability to persuade, convince or negotiate with clients, members of the public, other employees, and persons in other organisations in the pursuit and achievement of specific and set objectives.
- The incumbent will also require highly developed written communication skills to enable the production of reports and policies covering complex issues.
- The incumbent will also require the ability to lead, motivate and develop employees under their supervision.

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary level qualifications in a relevant discipline and a proven track record leading multi-disciplinary teams in environment, climate change, circular economy or related sectors.
- A respected advisor, peer and colleague due to excellent relationship, communications and engagement skills in various internal and external contexts including members of the public, members of governing bodies and government officials.
- An innovator and influencer with highly developed strategy and policy development/implementation capabilities demonstrated in a relevant field.
- Someone who delivers and achieves great outcomes in a busy portfolio by balancing an impactful, planned program of work and the resolution of unexpected issues.
- An admired leader of others within and beyond formal span of control with a reputation for having a positive impact on team and organisation culture.
- A demonstrated capacity to focus on compliance requirements and service improvements including contracts, legal obligations and the nuts and bolts of municipal-wide operations.
- Current Victorian driver's licence, current Working With Children Check.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

Other requirements

- Experience working in Local Government.
- Appropriate post graduate qualifications.
- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.