

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Senior Environmental Planner		
<b>Position Number:</b>		<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Planning and Environment	<b>Unit:</b>	Strategic Planning
<b>Salary Grade:</b>	10	<b>Award Band and Level:</b>	Band 3 Level 2
<b>Position Reports to:</b>	Principal Strategic Planner		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	May 2017	<b>Date Last Reviewed:</b>	July 2017
<b>Version:</b>	1	<b>Document Number:</b>	DOC2017/057515

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Health and Building
- Building Certification
- Business Support and Customer Relations
- Strategic Planning

The Strategic Planning Unit manages strategies and other strategic land and environmental studies to ensure Council's environmental planning instruments (EPI) and planning controls are up to date and proactive in delivering sustainable planning outcomes for the Cessnock Local Government Area.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objectives of this position are to:

- To lead development and implementation of environmental, biodiversity, climate change and sustainable land management policies, strategies and plans for Cessnock City Council, consistent with the objectives of the Cessnock City Community Strategic Plan 2027 and NSW Planning and Environmental legislation and in the context of a strategic planning framework.
- To work in a team to provide effective and efficient service and direction in the investigation and preparation of strategic plans, studies, reports, environmental planning instruments and policies which are comprehensive, contemporary, relevant and reflective of Council's and community goals.

## KEY ACCOUNTABILITIES

1. Develop strategies, management plans and planning studies on environmental management and strategic planning matters.
2. Provide strategic advice into statutory planning applications and strategic planning initiatives and ensure environmental strategies and development are sustainable and are integrated into current and future processes, plans, strategies, monitoring and reporting frameworks.
3. Develop, review and update relevant environmental policies and integrate environmental priorities into the planning process.
4. Develop implementation and action plans for land, water and biodiversity protection, sustainability and hazard management.
5. Plan and co-ordinate special projects that respond to climate change adaptation, environmental hazards, sustainability, and water sensitive urban design.
6. Identify future strategies that improve, protect and value the natural environment whilst also identifying opportunities and creative solutions for future urban growth.
7. Integrate environmental issues locally and regionally with broader strategic planning monitoring and reporting activities.
8. Develop and maintain strong working relationships with key stakeholders within the organisation to ensure there is cohesive input on sustainable environmental management strategies, plans, policies and strategic responses.
9. Deliver exceptional customer service in accordance with accepted organisational standards.
10. Identify opportunities for Council to proactively rehabilitate environmentally degraded natural assets such as post-mining land.
11. Keep abreast of environment related legislation, including Government directives.
12. Identify relevant funding sources, prepare and coordinate applications and negotiate where appropriate with funding providers.
13. Develop and maintain strong relationships with key external stakeholders such as community groups, government agencies and business bodies to identify and address common and cross agency sustainable environment matters.
14. Ensure IAP2 community engagement approaches are integrated into relevant strategic projects in accordance with Councils adopted Communications and Engagement Strategy 2013-2017.
15. Conduct and attend meetings (including Council and Committee meetings as required), forums and workshops as required.
16. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree in environmental management, natural resources or other relevant discipline that reflects the key accountabilities of the position.
2. Demonstrated extensive experience in the development and implementation of sustainable environmental management, strategies, plans, policies and initiatives.
3. Demonstrated strong knowledge and understanding of statutory requirements of various acts and regulations relevant to local government and the environment
4. Demonstrated well-developed community engagement skills, including public speaking.
5. Demonstrated solid time management, planning and organisation skills including a demonstrated ability to meet deadlines in a politically sensitive environment.
6. Demonstrated strong analytical, research and problem solving skills, including the ability to critically analyse issues and develop and implement appropriate solutions.
7. Demonstrated ability and commitment to providing superior customer service to both internal and external customers within a fast paced environment.
8. Demonstrated well-developed oral and written communication skills, with the ability to prepare different outputs and reports of a strategic nature, and to make presentations to a wide range of internal and external audiences.
9. Demonstrated solid experience in the use of Microsoft Office, document management systems and other software/database programs relevant to the position.
10. Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate suitable outcomes and resolve conflict.
11. Demonstrated experience in preparing project briefs and in project management.
12. Current Class C drivers licence.

### Highly Desirable

1. Demonstrated knowledge and the use of Geographical Information Systems.
2. Minimum five years relevant experience (including planning and policy writing) in a direct or related field

## SIGNATURE

### Employee

Full Name:

Signature:

Date: