

## Position Description

<b>Position title:</b>	<b>Senior Strategist – Environment</b>
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Assets & Projects
<b>Reports to:</b>	Project Planning Coordinator
<b>Direct reports:</b>	Nil Direct Reports
<b>Salary point:</b>	16
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue
<b>Date revised:</b>	April 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Assets & Projects?

We are a large and diverse team of over 80 staff that deliver and manage fit for purpose infrastructure for the City of Newcastle. Our assets exist to support services and deliver community and City outcomes. We provide specialist asset strategy, planning and advice, and program and project delivery within the City. Assets and Projects deliver core infrastructure services for Roads, Environment and Stormwater, and support other Service Unit's delivery of capital works programs. We are a fun and hardworking team that strive to achieve the best results for our community.

### What's the focus of this position?

The focus of this position is to develop City of Newcastle's (CN) core strategic environmental documents inclusive of coast and estuary management, climate change and sustainability, and urban forest and biodiversity strategic policies, programs and plans. Critical to this role will be engaging with other key stakeholders in translating these into operational plans and service delivery to meet CN's 2030 strategic directions and legislative requirements.

**What you'll be doing:**

- Provide specialist environmental policy advice to internal stakeholders for the development of Development Control Plans, associated Technical Manuals, and Plans of Management.
- Review Environmental assessments and provide planning pathway's advice to meet CN's legislative requirements under the EP&A Act 1979.
- Provide specialist environmental advice for the development and management for the Integrated Management System.
- Foster effective links with external and internal stakeholders to provide for a holistic approach to regional, city-wide and place specific issues and create a cooperative work climate to address environmental issues facing CN.
- Provide an integrated response which meets the current and future needs of CN and the community in a timely and efficient manner.
- Develop high level policy advice which anticipates trends and future needs of the City and provides effective strategies to meet them.
- Contribute to an integrated strategic planning and reporting process to develop clear environmental goals and delivery mechanisms for Newcastle.
- Ensure that planning processes achieve a high level of commitment from relevant stakeholders and are effectively translated into implementation across the organisation.
- Present and promote CN's long-term goals and interests based on a clear understanding of corporate policy and the political environment.
- Formulate, coordinate and manage complex projects and multi-disciplinary project work teams as directed to deliver agreed project outcomes.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Tertiary qualifications in Urban Planning, Natural Resource Management, Economics or Social Planning or relevant qualifications with extensive relevant experience.
- Previous experience developing environmental policies / plans / strategies at a strategic level.
- A high level of written and oral communication skills, including the ability to deliver presentations and to conduct meetings.
- Ability to produce clear and concise reports in a range of formats, targeted appropriately to a variety of audiences.
- Strong analytical and problem-solving abilities.
- An ability to foster effective links and to achieve common outcomes conducive to all parties.
- Demonstrated ability to work in a diverse team environment including leadership skills and the ability to influence outcomes.
- Demonstrated ability to set priorities, meet deadlines and develop and manage a budget.
- A demonstrated understanding of WHS legislation and how it applies to this position.
- Class C Driver's licence.

**Other valuable skills you may have:**

- Demonstrated experience in Coastal Management.
- An understanding of the political environment and ability to handle sensitive issues.
- An awareness of the priority strategic environmental issues impacting on the Newcastle community requiring a response from CN.
- A high-level understanding of urban planning concepts and land use legislation, including environmental impact assessment.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	