**Position Description**

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| **Position title:** | **Program Lead – Coast and Estuary** |
| **Work location:** | City Administration Centre, 12 Stewart Avenue, Newcastle CBD |
| **Directorate:** | Planning & Environment  |
| **Reports to:** | Environmental Strategy Manager |
| **Direct reports:** | Nil |
| **Salary Point:** | SP16 |
| **Decision making:** | Level 6 Management Hierarchy  |
| **Date revised:** | April 2024 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Environment & Sustainability (E&S) service unit is part of the Planning & Environment Directorate, and this role sits in the Environmental Strategy service element, as part of the E&S service unit, reporting to the Environmental Strategy Manager.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive 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 its employees the opportunity to develop in their current role, grow into future opportunities and reach their 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 as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What it's like working in Environment and Sustainability?**

The Environment and Sustainability (E&S) Service Unit is responsible for delivering a range of capital works and operational programs to protect and enhance our natural environment and to ensure the sustainability of our city, including:

* managing our environmental assets, such as our bushland, water courses, street trees, coast, estuaries and wetlands.
* delivering initiatives to transition Newcastle to a net zero emissions city and to adapt to the impacts of our changing climate.
* managing our street tree and park tree replacement program and other 'greening our city' initiatives
* tree assessment, maintenance and life extension programs
* Landcare, Dunecare and Coastcare volunteer programs
* invasive species management
* managing Blackbutt Reserve
* delivering environmental education and community engagement programs
* developing and implementing policies, strategies and programs to drive environmental and sustainability outcomes, both for CN as an organisation and for the broader community
* coastal, flood risk and bushfire management.

**What’s the focus of this position?**

The Program Lead – Coast and Estuary role is responsible for leading the development and delivery of CN's coastal management program (CMP), including the Extended Stockton, Newcastle Southern Beaches and Hunter Estuary coastal management programs.

This role is responsible for ensuring CN's coastal management programs are in accordance with the requirements of the *NSW Coastal Management Act 2016*, with an appropriate consideration of cultural, economic, social and environmental impacts.

**What you’ll be doing:**

* Lead the development, certification and implementation of CN’s Coastal Management Program, such as the extended Stockton CMP and Newcastle Southern Beaches CMP.
* Lead the provision of technical input and specialist advice for the development of the Hunter Estuary CMP and the implementation of CMP actions with responsibility allocated to CN.
* Act as project manager for the coordinated delivery of projects and initiatives that form CN's coastal management programs, including the delivery of projects with responsibility allocated to the Environmental Strategy service element
* Formulate, coordinate and manage multi-disciplinary teams and external consultants, including preparing specifications and managing procurement and contract documentation, to deliver agreed project outcomes.
* Review documentation and provide specialist input for multi-disciplinary technical reports spanning socio-economic, geologic, ecologic and oceanographic topics.
* Build and maintain effective relationships with external and internal stakeholders during the development and delivery of CMPs and other relevant coastal strategy documents, to promote understanding of methods, recommendations and outcomes, based on a clear understanding of corporate policy and the political environment.
* Develop and deliver effective internal and external stakeholder and community consultation and engagement activities, including facilitating external working groups.
* Develop and foster relationships with traditional custodians to ensure their voice is consistently enshrined in the delivery of CN's coastal management programs.
* Prepare applications for grant funding and manage successful grants through reporting and financial management.
* Manage program and project budgets to ensure the efficient and effective delivery of program and project outcomes
* Provide specialist coastal and estuarine advice and build the capacity of internal and external stakeholders, to proactively drive a holistic approach to regional, city-wide and place specific issues, and to address coastal, environmental and asset-related issues facing CN.
* Provide specialist environmental advice on strategic and land use planning matters, including the Newcastle Local Environmental Plan and Development Control Plan, planning proposals, development applications, and the preparation and review of planning pathways and environmental assessments under the NSW Environmental Planning and Assessment Act 1979.
* Support the development and implementation of other strategies and action plans being developed within the Environmental Strategy service element, such as the Blue Green Grid Action Plan and Water Sensitive City Action Plan, as required.
* Provide exemplarily service to external and internal stakeholders, consistently delivering high quality recommendations and judgement with a strong customer service focus.
* Contribute to a team environment that encourages safety, innovation and continuous improvement.
* Any other accountabilities or duties as directed by your manager which are within the employee’s skill, competence and training.

**The essentials you’ll need**:

* Degree qualifications in coastal management, environmental science or natural resource management (or a related technical discipline) and/or equivalent demonstrated capability through past employment experience.
* Demonstrated experience in developing and delivering coastal management strategies and/or programs, preferably in a local government context.
* Demonstrated technical knowledge in coastal and estuarine environments, coastal processes, issues and management responses and relevant coastal management legislation.
* Demonstrated success in creating strategic partnerships and developing and maintaining cooperative working relationships with a wide range of internal and external stakeholders, including members of the community, business and other government entities, with the ability to influence and negotiate to achieve desired outcomes.
* Demonstrated extensive experience in all aspects of project management, including risk management and consultant / contractor management, in a position accountable for the timely and cost-effective delivery of outcomes for complex projects requiring coordination of input from several professional disciplines and / or expert sources.
* Demonstrated ability to take responsibility for projects which may be high profile, complex or politically contentious in nature.
* High level of written and oral communication skills, including the ability to produce clear, concise reports.
* Demonstrated ability to work in a diverse team environment and provide support when needed.
* Highly developed research, analytical and problem-solving skills, particularly in interpreting technical reports to develop plans and implement projects relating to coastal management.
* Ability to attend meetings outside regular office hours.

**Other valuable skills you may have:**

* Relevant post-graduate qualifications
* Demonstrated experience in the application of risk management principles for the management of assets.
* Working knowledge of the NSW Environmental Planning and Assessment Act 1979 and associated environmental planning instruments, and heritage and cultural conservation issues.
* Class C driver's licence.

**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.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |