**Position Description**

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| **Position title:** | **Senior Environmental Strategist** |
| **Work location:** | City Administration Centre, 12 Stewart Avenue |
| **Directorate:** | Planning and Environment |
| **Reports to:** | Environmental Strategy Manager |
| **Direct reports:** | Nil |
| **Salary point:** | SP16 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | March 2024 |

**Council Overview**

City of Newcastle (CN) employs over 1,200 staff and is responsible for a local government area of 187km2. 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 (P&E) 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’s it like working in Environment and Sustainability?**

The newly formed Environment and Sustainability (E&S) Service Unit are 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. The E&S Service Unit is responsible for:

* managing our natural assets, such as our bushland, water courses, street and park 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
* managing Blackbutt Reserve
* developing and implementing environmental policies and strategies to drive environmental and sustainability outcomes for the city
* coastal and flood risk management

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

The Senior Environmental Strategist role is responsible for reviewing, developing and facilitating the integrated delivery of best practice environmental policies, strategies and action plans that contribute to the Newcastle Environment Strategy (NES), CN's 10-year road map for a sustainable Newcastle.

This role will also provide specialist advice on the effective application of key environmental legislation, 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.

**What you’ll be doing:**

* Review and analyse CN's existing policy frameworks to effectively facilitate the delivery of CN's Newcastle Environment Strategy.
* Proactively research environmental best practice and innovation to support CN's project and program delivery.
* Review, develop and facilitate the integrated delivery of best practice environmental policies, strategies and action plans to support the delivery of the Newcastle Environment Strategy, including the Blue Green Grid Action Plan
* Facilitate internal and external capacity building to integrate positive environmental outcomes into CN's operations and service delivery.
* Provide support for other strategies and actions plans being developed and delivered by the Environmental Strategy service element and the broader Environment and Sustainability (E&S) service unit, including CN's Coastal Management Program, Water Sensitive City Action Plan, Climate Risk and Resilience Plan and Urban Forest Action Plan, as required.
* Provide specialist environmental advice on the effective application of key environmental legislation, including the *Biodiversity Conservation Act* 2016, 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*.
* Provide specialist advice for internal referrals from capital works projects, maintenance activities, urban planning initiatives, and initiatives of regional or national significance, to enhance environmental outcomes.
* Facilitate partnerships with our local traditional custodians to develop and implement cross-cultural ways of working for integrating indigenous knowledge and stewardship, and to ensure their voice is consistently enshrined into, how we care for and manage our land and respond to the climate emergency, for a regenerative future.
* Develop and maintain productive working relationships with internal and external stakeholders to achieve strategic outcomes, often on projects and initiatives that are high profile, complex and political in nature, including representing CN on committees and working groups and participating in networks and partnerships.
* 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 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 supervisor / manager which are within the employee’s skill, competence and training.

**The essentials you’ll need**:

* Degree qualifications in environmental science, natural resource management or a related technical discipline, and/or equivalent demonstrated capability through past employment experience.
* Demonstrated experience in the development and delivery of environmental-related strategic documents, including highly developed research, analytical and problem-solving skills.
* Demonstrated technical knowledge and experience in the application and localised interpretation of key environmental legislation, including the *Environmental Planning and Assessment Act 1979* and associated environmental planning instruments, *Biodiversity Conservation Act 2016, Coastal Management Act 2016, Local Government Act 1993* and *Protection of the Environment Operations Act 1997*.
* Demonstrated experience in the provision of 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*.
* 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 high level verbal and written communication and presentation skills, including a capacity to interact with all levels of staff, Councillors, external stakeholders and the public.
* Demonstrated experience in managing complex projects, including the ability to set priorities, meet deadlines and develop and manage a budget.
* Demonstrated ability to work in a diverse team environment and provide support when needed.
* Ability to attend meetings outside regular office hours.

**Other valuable skills you may have:**

* Local government experience.
* Relevant post-graduate qualifications.
* Experience in the preparation, review and delivery of procurement and contract documentation.
* Demonstrated experience working in a political environment and the ability to handle sensitive 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:** |  |