

POSITION DETAILS

Position Title:	Team Leader Sustainability & Resilience	Position Grade	13
Department/Directorate:	Environment / City Planning & Environment	Position Status / Hours per Week:	Full Time / 35

PRIMARY PURPOSE OF THE POSITION

Within the Environmental Department and across its relevant accountabilities your primary purpose is to:

- Coordination of the Sustainability and Resilience section of the Environment Department for the provision of environmental sustainability and resilience programs, related services and accountabilities
- Facilitate implementation and overseeing of projects, programs and deliverables and related services in the areas of corporate and community environmental education, climate change and resilience, urban waterways, sustainable transport and ecological sustainable development.
- Working with the Manager to ensure actively delivery of department outcomes, corporate service responsibilities and contribute to business planning and team direction of the Environment Department, including effective delivery of all related services, corporate reporting and accountabilities
- Development, management and delivery of agreed capital and non-capital projects within the team as required
- Proactively develop, engage and motivate staff to build a positive workplace fostering innovation, productivity, efficiency, client service and continuous improvement
- Work with the community and stakeholders to provide efficient, responsive, and customer-focussed services to ensure protection of the local environment
- As required, collaboratively work with the Team Leader Natural Areas to assist in overall Department service delivery

SELECTION CRITERIA

Essential Qualifications and Experience

- A relevant graduate degree level qualification or equivalent recognised by tertiary education within sustainability, environment or environmental management, climate change
- Extensive experience in the provision of environmental sustainability projects and programs, including reporting

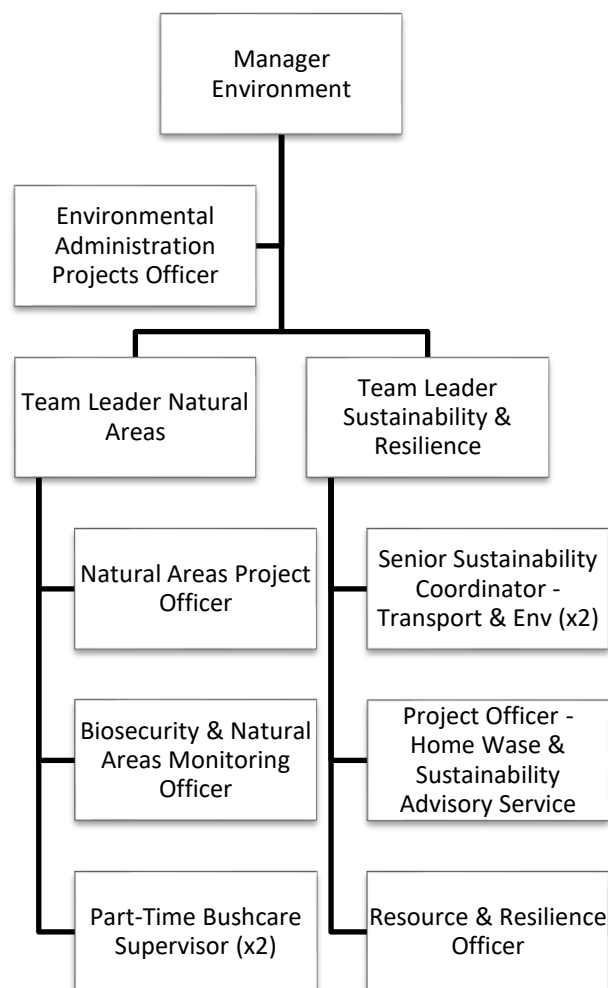
Leadership/Management Skills

- Demonstrated ability to lead a multidisciplinary team of professionals, including staff management and development skills
- Excellent written and verbal communication, including conflict resolution and for the ability to build and maintain relationships with key internal and external stakeholders
- Knowledge of legislation for local government including equal employment opportunity and work health and safety and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace

Technical Skills

- Excellent working knowledge of environmental sustainability, built environment planning, urban waterway management, climate change and/ or resilience issues matters
- Demonstrated financial and budget management skills
- Excellent written communication skills including the ability to prepare detailed correspondence, reports and submissions (including grants)
- Excellent project management and planning application for successful delivery of department projects and programs.
- Proven ability to identify, initiate and achieve service delivery improvements
- Excellent client service focus and proven ability to develop quality client service and information systems

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning and Environment Directorate of the organisation.

- Natural waterways quality monitoring service
- Environmental reporting service
- Community environmental education service

- Corporate environmental sustainability development and management
- Sustainable transport development
- Climate and Resilience planning

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS&E policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
6	To engage with the community in accordance with Council's policies
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
9	To manage budgets, within your delegation
10	To achieve best value for money
11	To efficiently manage built assets and resources, within your delegation
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PMC methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential, within your delegation
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
22	To provide advice to support the Council's Executive Team and Councillors in decision making
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results, within your delegation
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Department and workplace.
27	To initiate relevant training in accordance with organisational, service and staff requirements

CORPORATE ACCOUNTABILITIES

28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We work safely at all times to prevent injuries to ourselves, our team and members of the public

Teamwork

We work together with respect and support

Ethics

We are honest, responsible and accountable for our actions

Professionalism

We deliver effective service to the community with consistent decision-making

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager is attached.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	