

CLARENCE VALLEY COUNCIL

Position Description

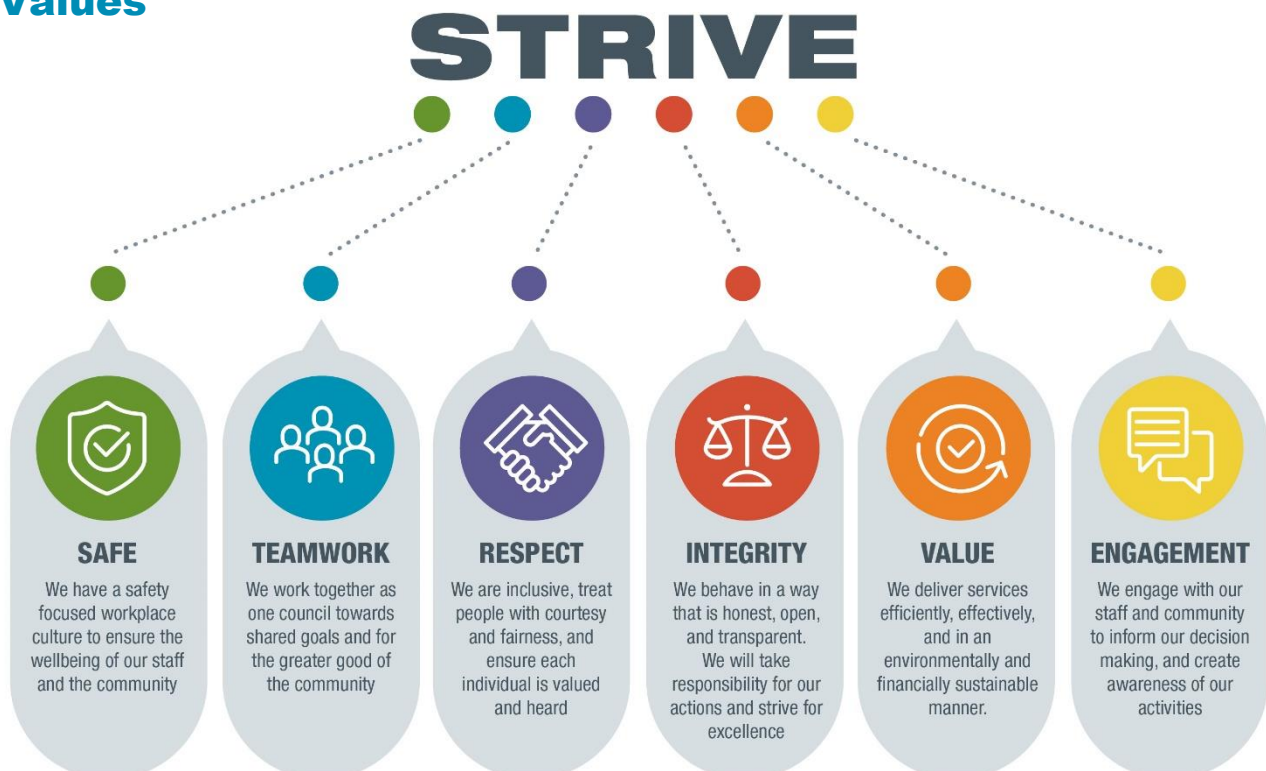
Manager Environment & Regulatory Services

Directorate	Environment & Planning
Location	Grafton
Classification/Grade/Band	Band 4 Level 3 - Grade 19
Position Code	
Date position description approved	7 July 2021

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The Manager Environment and Regulatory Services leads and manages a multi-disciplinary team to deliver customer focussed environmental and regulatory services, programs and activities. The role provides strategic environmental advice and direction across Council, and covers a breadth of disciplines including environmental assessment, regulation, health and natural resource management in addition to waste and sustainability.

Key accountabilities

Within the area of responsibility, this role is required to:

- Ensure that environmental policy, objectives and thinking is embedded in Council decision making.
- Oversee and maintain effective compliance frameworks to deliver efficient regulatory activity that meets statutory requirements.
- Provide oversight to the contractual arrangement for waste services to ensure value add services are delivered.
- Coach and mentor the team to identify improvement opportunities, drive the delivery of change initiatives and promote a culture of innovation and continuous improvement.
- Actively engage with the community to ensure that their views are considered in the development of environmental and regulatory services policy and decision making.
- Actively participate in and contribute to Council's management team and work closely and collaboratively across divisions.
- Participate in cross organisational effort to deliver strategic initiatives identifies through the Integrated Planning and Reporting framework.

Key challenges

- Delivering responsive compliance activities will require a manager with sound organisational skills and an understanding of customer expectations.
- Delivering innovative environmental management programs that are financially sustainable will require a manager who is creative and focussed on optimising available resources.
- Balancing opposing community views while positioning Council's response to climate change will require a manager who can deliver complex messages simply and credibly.

Key internal relationships

Who	Why
Director Environment & Planning and executive team	Seek support for innovative activities, obtain strategic direction and guidance on sensitive matters, and provide advice to ensure adequate risk management is applied to protect the organisation.
Managers	Work collaboratively to achieve organisational goals and celebrate Service successes and achievements as a key member of the senior management team. Ensure that environmental policy and obligations are implemented consistently across all areas of Council.
Staff	Inspire, motivate, support and lead the team to work collaboratively to achieving Environment and Regulatory section objectives in a timely, efficient and professional manner. Lead discussions and decisions regarding the development and implementation of innovation and best practice for improved service delivery.
Councillors	Provide advice through the Executive to inform decisions that contribute to achieving council objectives.

Key external relationships

Who	Why
Government Agencies	Establish and maintain collaborative relationships. Engage to understand needs and provide specialist advice, information and recommendations on policy, process and legislation.
Members of the public and ratepayers	Provide timely response to activities of the Environment and Regulatory section. Facilitate discussions and engagement of target interest groups.

Key dimensions

Decision making

The position is accountable for decisions relating to the day to day operations of the section, provision of advice to staff in relation to areas of responsibility, the resourcing of projects within existing budget constraints and providing timely advice to the director and executive team.

Reports to	Director Environment & Planning
Direct reports	4 direct reports including: Regulatory Services Supervisor Coordinator Environmental Services Coordinator Natural Resource Management & Projects Coordinator Waste & Sustainability
Indirect reports	Approximately 43 indirect reports






Essential requirements

Tertiary qualifications in environmental services or a compliance related discipline and demonstrated senior management experience delivering effective and efficient services that benefit the environment and meet community expectations..

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> Presents with credibility and engages varied audiences Translates complex information concisely for diverse audiences Creates opportunities for others to contribute to discussion and debate Demonstrates active listening skills, using techniques that contribute to a deeper understanding Is attuned to the needs of diverse audiences, adjusting style and approach flexibly Prepares (or coordinates preparation of) high impact written documents and presentations

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empt and minimises conflict by working towards mutually beneficial outcomes
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> • Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Workforce Leadership Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none">• Translates organisational vision and strategy into operational goals to help staff understand their own contribution• Builds a shared sense of purpose through involving people in defining priorities and cascading goals• Regularly communicates progress against business unit and organisational goals• Creates opportunities for recognising and celebrating high performance at the individual and team level