

# POSITION DESCRIPTION



## Manager of Sustainability and Compliance

### Position Details

Position Number	SC01			
Directorate	Place and Growth			
Department	Sustainability and Compliance			
Section	N/A			
Location	136 Church Street, Glen Innes			
Reports To	Director of Place and Growth			
Award Classification	Band	Professional/Specialist	Level	3
	Status	Permanent Full-Time (70 hours per fortnight)	Grade	17
Prepared By	Helen Stapleton, Human Resources Officer (Payroll) Gayleen Burley, Director of Place and Growth			
Date	26 March 2024			
Other Conditions and Benefits	<ul style="list-style-type: none"><li>Monthly Rostered Day Off (RDO)</li></ul>			
Approved By		Date		

### Our Vision

Glen Innes Severn Local Government Area will be recognised as: A Prosperous Connected Community that Nurtures its People and Places.

### Our Mission Statement

Together we focus on our customers and partners to deliver the best possible local government services and projects at the best possible value now and into our shared future.

### Our Values

Respect – Integrity – Courage – Honesty – Transparency

### Our Council

Working for Council means you'll be joining a dedicated team where your individual effort is part of something much bigger – delivering great things for our community.

The Council covers an area of 5,487km<sup>2</sup>, and is located in the beautiful New England area of NSW. This area encompasses the town of Glen Innes and villages of Deepwater, Emmaville, Glencoe, Wellingrove and Red Range. We're proud of the contribution our community makes to this vibrant, dynamic and attractive area in which to live and work.

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### The Role

The Manager of Sustainability and Compliance will plan, coordinate and implement waste management and regulatory functions of Council. This includes waste and landfill operations, building, environmental health, food safety, companion animal control and other regulatory functions as required.

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### Selection Criteria

*To be recommended for appointment, applicants must demonstrate that they meet the essential criteria.*

#### Essential

- ✧ Degree or graduate qualifications in Environmental Science / Engineering, Waste Management or Building Surveying or Degree in Applied Science (Health and Building Surveying) or equivalent qualifications / accreditations
- ✧ Experience in the strategic and operational management of waste
- ✧ strong people management, project management, and strategy development/implementation skills are essential
- ✧ Experience working with Federal, State and Local governments and other stakeholders in the region and beyond
- ✧ Thorough knowledge of NSW development, waste management and/or environmental management legislation, including the NSW Local Government Act and Regulations, NSW Environmental Planning and Assessment Act, NSW Protection of Environment Operations Act and Building Code of Australia
- ✧ Demonstrated practical experience in providing waste, development and/or regulatory services in an urban and rural environment, including a thorough working knowledge of current issues and practices
- ✧ Demonstrated aptitude for management and administration of a departmental section, including:
  - ✧ budget development and administration
  - ✧ development of operational and strategic plans
  - ✧ excellent communication skills, including effective negotiation and conflict resolution skills and ability to prepare clear and concise reports and relay information at all levels
  - ✧ previous successful team building experience with the ability to motivate and enhance innovation
- ✧ Competent computer skills, particularly word processing and spreadsheet skills
- ✧ Class C driver's licence (car licence)

#### Desirable

- ✧ Experience in developing Review of Environmental Factors for Council related projects

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### Essential Duties and Responsibilities

*The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. Other duties consistent with the functions and role of the position may be assigned.*

- ✧ Promotes the image of the Council in a positive manner and actively works to promote good public relations.
- ✧ Plans for and effectively manages the delivery of all waste management services, including refuse collection, recycling collection, hard and green waste and dumped rubbish service contracts, litter bin collection, transfer station operations and litter/waste education services, working to ensure that the department is a high-performing, accountable and respected provider of services to the organisation, the elected Council and the community
- ✧ Manages and oversees waste management projects, ensuring compliance with regulations, and implementing waste reduction initiatives.

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- ✧ Works closely with various stakeholders to promote sustainable waste management practices and drive positive environmental impact
- ✧ Interprets legislation and standards relevant to development matters and the regulatory functions of Council and provides advice, reports and assistance to external customers, other managers and elected members.
- ✧ Confers with ratepayers, developers, government authorities, community groups, legal representatives, heritage specialists and other parties on development and regulatory issues.
- ✧ Develops the budget for the Sustainability and Compliance Section, in consultation with the Director of Place and Growth, and monitors and controls expenditure to ensure that the budget is met.
- ✧ Manages the enforcement and legal action against persons and / or organisations that fail to comply with regulations or conditions imposed on them by Council.
- ✧ Oversees the activities and operations of Council's Building certification, Rangers and companion animal functions and ensures operations within the Glen Innes Waste Management Centre, together with the operation of Deepwater, Red Range and Emmaville Landfills are legislatively compliant and efficient.
- ✧ Performs any other assigned duty consistent with the responsibilities of the position and within the limits of the skills, competence and training of the employee.

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## Supervisory Responsibilities

This position directly and/or indirectly supervises the following positions:

### Direct Reports

- ✧ Building and Environmental Health Officer (1)
- ✧ Waste and Resource Recovery Coordinator (1)
- ✧ Waste and Environmental Management Officer (1)
- ✧ Ranger (2)

### Indirect Reports

- ✧ Landfill Attendants (5)

Carries out supervisory responsibilities in accordance with the organisation's policies and applicable laws. Supervisory responsibilities include:

- ✧ planning, assigning and directing work
- ✧ appraising performance
- ✧ coaching and advising employees
- ✧ approving overtime and leave
- ✧ authorising timesheets

The employee may be required to initiate action or provide advice on rewarding and disciplining employees, addressing complaints and resolving problems, identifying training needs and appointing employees.

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## Financial Authority

This position has authority to sign orders and approve expenditure for services, goods and materials within the approved limits set out in the employee's delegations. Items in excess of the delegated amount must be referred to the Director of Place and Growth for approval.

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## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit; talk and hear in a work environment with generally low to moderate levels of background noise; and use hands and arms to operate keyboards, office equipment and the controls of motor vehicles.

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Sufficient personal mobility is required for the employee to occasionally enter building and construction sites and other commercial and private premises, for the purpose of performing regulatory inspections. These sites may have restricted access and may be rough, slippery and / or potentially hazardous. The employee may be required to stoop, kneel, crouch or crawl and may occasionally have to climb or balance on building structures.

The employee must occasionally lift and move objects of up to 20 kilograms in weight, using safe lifting techniques. Specific vision abilities required by this job include close vision for reading, writing and computer operation; plus distance vision, peripheral vision and depth perception necessary for the safe operation of motor vehicles.

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### Work Environment

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, high and / or precarious places, fumes or airborne particles of a non-toxic nature, outside weather conditions and UV radiation. There is a low risk of electrical shock. The noise level in the work environment is usually quiet to moderate.

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### Computer Skills

- ✧ Advanced skills in Microsoft Office, email and Internet
- ✧ Intermediate skills in MapInfo Geographical Information Systems (GIS)

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### Key Accountabilities / Behaviours

Communication	Comprehends oral and written information, and clearly and effectively expresses self in the presentation of ideas; develops written work in a logical and comprehensive manner where appropriate
Safety	Follows safety policies and procedures using proper techniques to ensure the protection of people and property
Interpersonal Relations	Establishes effective working relationships with co-workers, supervisors & managers, clients and/or the public; gets along well with others
Acceptance of Supervision	Willingly accepts and follows instructions given by supervisor in the performance of duties; responds to training and coaching in a constructive manner
Motivation / Initiative	Displays an interest in performance of tasks, including those over and above regular assignments; willingly accepts increasing responsibility and accountability; makes recommendations and suggestions to improve operations
Change Management	Openly supports change; motivates and encourages fellow employees to support change; successfully implements change in work unit
Customer Service	Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations; anticipates needs and responds promptly and willingly to provide information, services and/or products as needed
Confidentiality	Can be trusted to use discretion in dealing with customers and fellow employees; maintains confidentiality of information or materials appropriate to position
Judgment / Discretion	Exercises logical thinking and foresees consequences of actions; has adequate knowledge of all applicable policies or rules and selects appropriate guidelines or procedures to follow in a variety of situations
Planning / Organising	Establishes priorities and work sequences to coordinate efforts, maintain work flow and meet deadlines; ensures sufficient functioning through smooth interface with related processes
Problem Solving / Decision Making	Recognises and defines problems; thoroughly obtains and analyses facts; takes immediate corrective action; uses resources and techniques to develop sound solutions while foreseeing possible consequences

## Position Description – Manager of Sustainability and Compliance

Staff Development / Performance Management	Works with employees to create training and development plans; provides regular, balanced feedback to clarify strengths and weaknesses; provides clear standards for employee achievement; fosters individual and collective creativity within the work group
Employment Relations	Is supportive, considerate, fair, and objective in one's behaviour toward subordinates; establishes and maintains a cordial and harmonious work atmosphere
Directing / Coaching	Defines and coordinates work and delegates appropriately to best accomplish goals; adjusts assignments to maintain workflow; provides immediate and effective feedback to employees concerning behaviour and performance
Staffing / Equal Employment Opportunity	Maintains adequate staffing levels; executes established personnel policies and maintains working conditions; applies all appropriate Equal Employment Opportunity policies when making staffing decisions; addresses work-related needs of subordinates
Financial Planning / Budgeting	Fully understands the budgetary parameters of the work unit; plans and operates within the budget; capable of rationalising allocation of resources
Drive For Results	Understands importance of achieving results; makes effort necessary to achieve goals/objectives; achieves results requested or agreed upon

### Council Codes and Rules

The employee who occupies this job must be knowledgeable about Council's Code of Conduct and other policies and organisation rules that affect his or her employment. It is a requirement of the job that these codes, policies and rules are followed.

### WHS and Risk Management Responsibilities

- ✧ Comply with all Work Health and Safety legislation and risk management requirements and abide by all relevant policies and procedures.
- ✧ Undertake appropriate training and inductions, and comply with instructions
- ✧ Appropriately use all PPE and resources provided to undertake the work safely.
- ✧ Ensure hazards are identified in the workplace and appropriate control measures are in place.
- ✧ Comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety.
- ✧ Comply with all injury management processes and legislation including the direct reporting and investigation of injuries, accidents and near misses.

### EEO Management Responsibilities

- ✧ Demonstrate a positive commitment to and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- ✧ Comply with Council' EEO policies and report breaches.

### Acknowledgement and Acceptance

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. This is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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Employee Name

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Signature

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Date

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Supervisor Name

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Signature

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Date