

Position Description



CORPORATE INFORMATION

Position title	Manager - Environment and Waste		
Directorate	Community Sustainability	Branch/Section/Unit	Environment and Waste
Position number	1608	Level	Contract
Non Award	Common Law Contract/Queensland Employment Standards		
Line Manager	Director - Community Sustainability		
Direct reports	Staff from the following functions: Open Space & Environment Planning Lands Protection Waste Services		
Indirect Reports	Contractors from time to time		

SCOPE OF POSITION

This role provides oversight for a range of functions, and as such is responsible and accountable for the leadership, management, and balance of both strategic and operational delivery within the ambit of this role. This role reports to an Executive Management Team member, and must demonstrate behaviours that are in alignment with council values and transparency in the way work is performed and delivered.

Position Summary

Manage the functional areas of Environment and Waste Services with a focus on continuous improvement, to enhance council's approach to environmental sustainability. Lead the planning, development and renewal of council's parks and open space, and to manage council's commercial and domestic waste management responsibilities.

Key Responsibilities of the Role

- Lead and manage a team of professional staff to maintain and enhance the Gympie regions natural environment.
- Protect and enhance the wellbeing of the community through the provision of environmental management, open space planning and asset management, lands protection and waste management.

- Manage the maintenance of council's sustainable land use across the Gympie region to reduce council's environmental impact.
- Provide high level technical advice on the maintenance and conservation of the natural environment across the Gympie region.
- Develop, implement and maintain council's monitoring, recording and management of restricted invasive species.
- Implement and maintain council's Biosecurity Plan/s in line with current legislation.
- Lead the planning, design, development, asset management and levels of service for council's open space.
- Develop, implement and maintain a bushfire mitigation and management plan for council controlled areas across the Gympie region.
- Develop and implement strategies and policies for council's commercial and domestic waste management responsibilities.
- Provide accurate technical advice on the management of council's landfills, resource recovery and transfer stations.
- Lead council's environment and waste education programmes internally and externally with a focus on environmental sustainability.
- Promote and foster a positive team approach to the delivery of timely and accurate assessments, advice and documentation.
- Develop and maintain positive working relationships with all customers and stakeholders.
- Meet KPIs for position, including management of budget.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction industry white/blue card.

Desirable Licence/Competency (Ticket) Requirements

- Nil

Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualification either in Environmental Management, Horticulture, Landscape Architecture, Open Space Planning or extensive experience in a like field of work.

- Demonstrated record in managing multi-disciplinary teams & staff performance management, along with the leadership qualities required by a high performing team within a combination of Environmental Management, Parks and Open Space and Waste Services functions.
- Demonstrated high level communication (interpersonal, oral and written) skills with a proven ability to effectively consult, negotiate and resolve conflict in order to influence or enable change while building and maintaining positive relationships.
- Demonstrated ability to foster a positive workplace culture, while developing individuals and maximising performance through effective individual and team management.
- Demonstrated record of achievement in managing cultural, structural and procedural change in a large complex organisation.
- Demonstrated record of articulating and driving the implementation of strategies that align with organisational vision and purpose, including the ability to develop and management strategic systems and processes.
- Well-developed research, analytical and problem solving skills.
- Demonstrated record of exercising sound business acumen in corporate governance areas including financial and contract management, project management, risk management and benefits realisation.
- Extensive knowledge of current trends and practices in a combination of environmental management, lands protection, open space planning, waste and resource management.
- Significant leadership experience in an environmental, open space planning, parks management or waste environment.
- Demonstrated ability in project management.
- Demonstrated ability in complex contract management.
- Substantial experience in transforming and enhancing the performance of teams and services with an emphasis on value for money and customer focus.
- Demonstrated ability to create and deliver a continuous improvement approach for council.

Desirable Knowledge/Skills/Qualifications Criteria

- Post graduate qualifications in a related discipline.

Special Requirements

- occasional out of hours work (including weekends).
- regular local travel.

- respond to emergency/disaster events in accordance with council's emergency management plans and systems.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Delegation/Authorities for this position

- As per council's delegation's policy

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's recordkeeping policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Position Description



Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.