

Coordinator Climate Emergency & Environment

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| Reports to | Manager Sustainable Futures | Key Relationships | Management, employees, internal and external customers. |
| Classification | Band 8 | | |
| Position number | 441039 | | |

What will you do?

Service Delivery

- Provide a high level of strategic and operational management to our Climate Emergency and Environment service area, including biodiversity, climate emergency action plan delivery, education and awareness, sustainability, and capital works program delivery.
- Ensure the delivery of the organisations commitment to actioning the declared climate emergency, delivery of strategic guidance and operational management for the areas of biodiversity, sustainability and the delivery of community initiatives and programs to enhance the safety of the community and the sustainability of the environment.
- Lead a service culture of excellence, collaboration, and accountability.

Systems and processes

- Design and implement work systems and practices that are responsive, flexible, and financially sustainable and meet the community's needs.
- Implement and management information management systems and practices.
- Lead projects and activities in an integrated way to support organisational wide performance.

People

- Lead cultural change to achieve our goals and objectives
- Undertake appropriate people management practices to ensure that the services have the right people in the right job at the right time.
- Drive workplace safety that is compliant and evident in all practices.
- Develop others to reach their full potential.
- Build and maintain internal and external relationships, critical to success.

Who are you?

- Tertiary qualified in a relevant field.
- Highly experienced leader of a customer focused team delivering integrated climate, sustainability, and biodiversity services to the community.
- Able to develop and deliver work programs and systems that successfully deliver commitments in capital programming and actions associate with the adopted Climate Emergency Action Plan and meet the needs of the community
- Flexible to respond to changing priorities and able to complete tasks within tight timeframes.
- A problem solver, able to resolve complex operational and service delivery issues to meet the needs of internal and external stakeholders
- A negotiator, able to influence outcomes to achieve organisational objectives.
- Knowledgeable in government, and local government organisations

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.



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What are the Key Responsibilities?

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| Service delivery | <ul style="list-style-type: none"> • Oversee delivery and service provision that meets the needs of the community, including strategic direction for biodiversity, climate and sustainability values within Manningham. • Provide advice and supervision to ensure services are delivered and our objectives are met. • Monitor key performance indicators and respond proactively to issues as they arise. • Implement the Climate Emergency Action Plan. • Oversee biodiversity management and protection works. • Oversee the sustainability, education and climate action programs • Oversee the performance and service provision of contractor agencies. • Provide specialist advice to internal and external customers in relation to service delivery and service planning. • Maintain and implement safe work practices that comply with relevant regulations and legislation. • Assist to develop and monitor the budget for the Climate Emergency & Environment unit. • Deliver the objectives of the service unit business plans. • Influence internal and external stakeholders to resolve cross departmental service issues. • Engage in collaborative and effective relationships that assist in delivery of projects. |
| Systems and process | <ul style="list-style-type: none"> • Develop and implement work systems, practices and processes that support responsive and flexible customer service and are financially responsible. • Provide expert operational advice into policy development. • Undertake financial transactions within delegated authority including budget maintenance. • Implement information management practices. • Participate in internal and external audits and implement audit actions |
| People | <ul style="list-style-type: none"> • Undertake people management practices in line with policies and procedures and relevant legislative requirements. • Implement induction processes for new employees that meets workplace safety requirements. • Respond to operational employee relations issues. • Complete the annual performance and development process for the team within allocated timeframes • Develop others to be their best. • Contribute to a workforce planning model. |

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What are the key requirements?

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| Accountability and extent of authority | <ul style="list-style-type: none"> • Accountable for the effective and timely operational service delivery of the unit within the expectations of the organisation. • Responsible for the achievement of Unit business and service plans and key performance indicators • Responsible for the implementation of policies and processes of the unit. |
| Judgement and decision making | <ul style="list-style-type: none"> • Ability to make decisions in relation to the application of service delivery and the coordination of resources with minimal direction. • Sound analytical skills, including the ability to develop innovative solutions to problems. • Ability to resolve complex operational and service delivery issues to meet the needs of internal and external stakeholders. |
| Specialist knowledge and skills | <ul style="list-style-type: none"> • Highly developed knowledge of climate emergency, sustainability and biodiversity strategy and operation program delivery, including legislative requirements, practices and work systems to optimise customer experience and deliver on business and service plans. • High literacy and computer skills. • Knowledge of government and local government organisations. • Sound knowledge of budgeting and financial processes and procedures. • Understanding of organisational objectives and how it impacts on the unit. |
| Management skills | <ul style="list-style-type: none"> • Ability to lead, motivate and inspire others and implement contemporary people management practices that are compliant with relevant legislation. • High level supervisory skills to coordinate the team and external contractors where necessary. • Coaching and mentoring skills enabling the transfer of knowledge and skills in field of speciality. • Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities |
| Interpersonal skills | <ul style="list-style-type: none"> • Highly developed negotiation skills and the ability to influence outcomes to achieve organisational objectives. • The ability to build strong stakeholder partnerships and relationships. • Excellent written communication skills including the ability to prepare concise and accurate reports. • Demonstrated ability to resolve conflict situations. |

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Qualifications and experience

- A tertiary qualification relevant to climate, environmental science, sustainability and biodiversity management.
- Extensive relevant experience leading a customer focussed team to deliver an integrated environmental management service to the community.
- Sound experience in developing work systems and process in relevant role preferably in a local government environment.