

TEAM LEADER - ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT

Position Description



Position number:	1162
Classification:	Band 7
EA:	Moreland City Council Enterprise Agreement
Department:	City Futures
Branch:	City Change
Unit:	Sustainable Built Environment (SBE)
Reports to:	Unit Manager - Sustainable Built Environment (SBE)
Supervises:	ESD Engineer, ESD Officer (s)
Approved by:	Manager City Change

Organisational values:



Position objectives

- To provide expert advice to inform and educate the community, Council and staff on sustainability issues, in particular sustainable design and development.

Date Created: 18 April 2019

Date Modified: 7 June 2021

Date Approved:

Date Printed:

- To provide leadership, management, and support to a team of Environmentally Sustainable Development Professionals through individual and group supervision; coaching, training and performance management.
- To implement the Sustainable Design Assessment in the Planning Process (SDAPP) including design and development advice (e.g. for planning permit and planning scheme amendment referrals) to ensure that development within the Municipality achieves an acceptable level of environmental performance in energy efficiency; water efficiency; stormwater management; indoor environment quality; transport; ecology and in the conservation and protection of energy, water and materials resources. This includes during the planning application process and also during the construction phase (including assisting the Planning Enforcement team).
- To project manage &/or implement projects, plans, policies and strategies, which further sustainability objectives for Moreland, in consultation with the Sustainable Built Environment (SBE) Unit Manager
- To undertake the development, implementation and monitoring of integrated sustainability policy and actions.
- To provide technical advice, research and plans that will underpin the future sustainable development of Moreland.

Key responsibility areas

Develop and Implement Environmental Programs / Policies

- Provide technical advice on sustainability issues, in particular sustainable design and development of the built environment to Council, community, development industry and built environment consultants.
- Provide ESD technical referral advice on internal / external development applications and capital works projects based on working knowledge of relevant built environment legislation, guidelines and built environment rating tools.
- Manage the Moreland Urban Heat Island Effect (UHIE) Action Plan portfolio, including participating in cross-Councils projects relevant to the UHIE.
- Support council's City Infrastructure Branch in providing technical advice and support on council building and infrastructure projects, including implementation of the Sustainable Building's Policy
- Support appropriate use of the BESS tool across the municipality via industry and community information sessions, as well as training of internal staff.
- Work closely with Council Statutory Planning and Planning Enforcement staff to ensure a high level of ESD compliance across all planning permit applications and within construction.
- Develop and deliver supporting materials that achieve ESD in planning outcomes (e.g. brochures, web information, and workshops).
- Prepare project briefs for consultancy work and project manage the consultancy as required within the approved budgets and timelines.
- Represent Council at special interest or organisational forums including CASBE and NAGA as required.
- Develop and contribute to the development of policies, plans and mechanisms for the effective delivery of environmental programs in the municipality and provide integrated policy advice to Council departments.
- Develop strategies and marketing measures that promote innovation and targeted responses to emerging environmental issues.

- Liaise with other sections of Council and other agencies to promote an integrated approach to sustainable design and development.

Research and Monitoring

- Research and analyse environmental trends and their implications for environmental, social and economic development of the municipality.
- Environmental monitoring and reporting on ongoing benefits of intervention action.
- Provide timely advice and reporting that responds to emerging trends and issues.

Community Consultation and Advice

- Participate in consultation and communications initiatives to facilitate better community and Council's understanding of environmental issues and ensure that the community and Council's clients understand and participate in the development and implementation of policy.
- Some out of hours work is required for consultation meetings etc.

Resourcing and Budgeting

- Input into the preparation of SBE Unit Service Plan and budgets through the SBE Unit Manager and City Change Branch Manager.
- Monitor and report on opportunities for external funding of SBE projects and make funding applications.
- Assist with the monitoring and assessment of contracts and or consultant projects relating to the objectives of the position (including capital works projects).

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Drives Results:** Consistently achieving results, even under tough circumstances.
- **Plans & Aligns:** Planning and prioritizing work to meet commitments aligned with organisational goals.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All staff within the organisation, Councillors and relevant internal committees.
External Relationships	General public, companies, external working groups, Government authorities and community groups. Specific external liaisons include the MAV, Council Alliance Sustainable Built Environments (CASBE Local Governments) and Northern Alliance for Greenhouse Action (NAGA).

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. Accountability and Extent of Authority:

- Accountable for effective, accurate and timely research, policy and support services to the City Futures Department, Council and the community. Authority to make decisions and recommendations and give advice to Council, staff, public authorities and the community on environmental and sustainable design and development policy and issues.
- Assist with the integration and synthesis of policy, regulation and facilitation of environmentally sustainable development initiatives.
- Prepare and develop environmental programs and policies for endorsement by Council or Council management.
- Negotiate and represent Council in community and special interest or organisational forums.
- Under direction, assist with the preparation of and development of sustainable design and development programs and policies for endorsement by Council or Council management.
- Represent Council, as directed in community and special interest or organisational forums relating to sustainable development and design.
- Preparation and signing of correspondence relating to the above responsibilities.
- Assist with the project management of relevant in-house and externally resourced projects including work by consultants employed by Council.

2. Judgement and Decision Making:

- An understanding of Council's Corporate vision, values, and objectives including those in the Council Plan, Council's environmental strategies and policies and other relevant policies and long-term objectives of Council and discretion and judgement in working within a complex administrative and political environment
- Exercise day-to-day problem solving and budgeting skills with respect to the allocation of resources and time management.
- Exercise interpersonal and liaison skills in negotiation and communication to achieve the objectives of the position.
- Investigate and assess SBE and related policy and program issues so as to recommend actions and decisions from available options.
- Make operational and day-to-day decisions under limited supervision and with the capacity to act independently when required or directed.

3. Specialist Knowledge and Skills:

- Working knowledge of planning and building legislation (i.e. Moreland's Planning Scheme and the National Construction Code, Planning and Environment Act 1987, the Victorian Civil and Administrative Tribunal, Moreland's local planning provisions) as well as processes that relate to the Victorian system as relevant to improving the environmental performance of the built environment, including the wider legal, socio-economic, environmental and political context.
- Demonstrated knowledge and experience in application of:
 - Relevant built environment legislation and guidelines including National Construction Code, Energy labelling and Minimum Energy Performance Standards (MEPS) Scheme and Water Efficiency Labelling and Standards (WELS) Scheme and Melbourne Water Stormwater Quality Offsets.
 - Relevant built environment rating tools including BESS, NatHERS, STORM, MUSIC, Green Star, First Rate.
- Understanding of the principles and practices of integrated planning for environmental, social and economic development.
- Working knowledge of current sustainable design, building physics and development technology, initiatives and demonstration projects.
- Demonstrated interest in sustainable design and development issues and a preparedness to show initiative in research and policy development.
- Project budget preparation and management skills.

4. Management skills:

- Demonstrated project management skills in project development and implementation, as well as resource management, to ensure delivery of outcomes within budget and agreed time frames.
- Manage time, set priorities, and plan and organise one's own work (and where appropriate, that of other employees) to be undertaken to meet set objectives in the most efficient way possible within the resources available despite conflicting pressures.
- Demonstrated ability to participate in cross organisation and multi-organisational projects.
- Ability to co-ordinate formal and informal teams with multi-disciplinary skills and expertise to achieve the objectives of the position and wider corporate objectives.
- Ability to work independently as well as in a team.

- Understanding of and an ability to implement personnel policies and practices including those related to awards, equal employment opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes. There is also an expectation to contribute to long term staffing strategies

5. Interpersonal Skills:

- Ability to work effectively and contribute to a team environment.
- Excellent interpersonal skills with the ability to liaise with a variety of internal and external contacts with confidence and enthusiasm, including the capacity to deal with conflict and creative problem solving.
- Professional experience in the clear and structured presentation of information and concepts (either written or via oral communication) including demonstrated ability to prepare reports and deliver training programs.
- Demonstrated ability to develop and maintain significant strategic relationships.
- Demonstrated commitment to excellence in customer service.
- Highly developed interpersonal skills with the ability to liaise with and gain the co-operation of all levels of management, staff and the community.

6. Qualifications and Experience:

- A tertiary qualification in Environmental Engineering, Sustainable Design or an allied discipline.
- Demonstrated knowledge and experience in application of;
 - Relevant built environment legislation and guidelines including National Construction Code, Energy labelling and Minimum Energy Performance Standards (MEPS) Scheme and Water Efficiency Labelling and Standards (WELS) Scheme and Melbourne Water Stormwater Quality Offsets.
 - Relevant built environment rating tools including BESS, NatHERS, STORM, MUSIC, Green Star, First Rate.
 - development and implementation of environmental strategies, policies and programs including sustainable design and development.
- Demonstrated leadership and management skills, to build an empowered, engaged and accountable team and to actively manage staff performance.
- Demonstrated project management skills in project development and implementation, as well as resource management, to ensure delivery of outcomes within budget and agreed time frames.
- Working knowledge of current sustainable design, building physics and development technology, initiatives and demonstration projects.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	(x)
-below 10kgs	()	()	()	(x)
Manual handling frequency	()	()	()	(x)

Repetitive manual work	()	()	()	(x)
Repetitive bending/twisting	()	()	()	(x)
Working with arms above head	()	()	()	(x)
Lifting above shoulder height	()	()	()	(x)
Using hand tools – vibration/powerful	()	()	()	(x)
Operating precision machinery	()	()	()	(x)
Close inspection work	()	()	()	(x)
Wearing hearing protection	()	()	()	(x)
Wearing eye protection	()	()	()	(x)
Working in dusty conditions	()	()	()	(x)
Working in wet/slippy conditions	()	()	()	(x)
Wearing Gumboots	()	()	()	(x)
Wearing safety shoes/boots (steel cap)	()	()	(x)	()
Working with chemicals/solvents/detergents	()	()	()	(x)
Washing hands with soap (hygiene)	()	()	()	(x)
Working at heights	()	()	()	(x)
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	()	()	(x)	()
Working on a keyboard	(x)	()	()	(x)
Driving cars and/or trucks	()	()	(x)	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Tertiary qualifications in sustainable design, environmental engineering, environmental science or allied disciplines.
- Demonstrated leadership and management skills to support a team of environmentally sustainable development professionals
- Demonstrated knowledge and experience in application of:
 - Relevant planning and built environment legislation and guidelines
 - Relevant built environment rating tools
 - Environmental strategies, policies and programs including sustainable design and development.
- Demonstrated ability to provide technical advice on sustainability issues, in particular sustainable design and development of the built environment to Council, community, development industry and built environment consultants.
- Outstanding written and verbal communication skills and the ability to present to and negotiate effectively with a diverse range of internal and external stakeholders.
- Demonstrated ability to co-ordinate formal and informal teams with multi-disciplinary skills and expertise to achieve the objectives of the position and wider corporate objectives
- Demonstrated project management skills in project development and implementation, as well as resource management, to ensure delivery of outcomes within budget and agreed time frames.