

Position Description

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| Position Title | Coordinator Environment |
| Position No | 8012 |
| Directorate | Planning & Environment |
| Department | Strategic Planning & Environment |
| Unit | Environment |
| Appointment Type | Permanent Full Time |
| Classification | Band 7 |
| Location | Gisborne - all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements. |
| Reviewed by People and Wellbeing | January 2024 |
| Employee – Name | |

Position Objective

The purpose of this position is to lead the Environment Unit in the implementation of Council's environmental strategies, plans and programs relating to climate change, sustainability and natural resource management.

Organisational Values

Macedon Ranges Shire Council is committed to an organisational philosophy in which respect, care, honesty & openness are core values & responsibility, accountability and confidentiality are aspired to at all times.

Key Responsibilities and Duties

- Lead, manage and inspire the Environment Unit to deliver the environmental objectives of the Council Plan and progress implementation of Council's environmental strategies, plans and policies.
- Facilitate the high performance and professional development of Environment Unit staff through mentoring, guidance and support.
- Work with staff, internal and external stakeholders, including the community, in order to progress Council's environmental agenda and facilitate positive environmental outcomes for the organization and the shire.
- Prepare and manage the Unit's budget, business plan and associated work plans.
- Oversee preparation of Council's Annual Environment Report.
- Prepare and present reports and briefing papers to the Executive and Council.
- Provide advice and support to the Manager Strategic Planning and Environment with Councillor liaison, corporate reporting and other departmental functions as needed.
- In conjunction with the Manager Strategic Planning & Environment and Coordinator Strategic Planning prepare and manage budgets and relevant work programs to support the achievement of organisational objectives and team development, which are consistent with the Council Plan and operating budget.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure staff are trained in and follow safe work practices, procedures, instructions and rules at all times.
- Support the return to work plan for any injured worker designated to return to work within the Coordinator's work area
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Promote a culture of risk awareness and risk mitigation in all projects and programs.
- Ensure that identified risks are recorded in Council's 'Risk Register' and actively monitored, and that corrective actions are completed.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policies and Procedures.

Emergency Management and Response

This is one of a number of positions which may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery. The incumbent will, therefore, be required to:

- Participate in the development and implementation of Council's Emergency Response and Recovery Plans.
- Participate in emergency response and recovery training.
- Work with Council's Emergency Management Team to ensure that all essential services across Council are supported in the event of an emergency.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and

Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

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| Reports to | Manager Strategic Planning and Environment |
| Supervises | Environment Unit staff Contractors and consultants |
| Internal Contacts | All other Council staff |
| External Contacts | General public Community groups Contractors and consultants Other government departments and agencies |

Accountability and Extent of Authority

- Responsible for the preparation and implementation of the Environment Unit's work program and related projects, on time and on budget.
- Responsible for meeting the position objectives and the overall performance of the team.
- The incumbent is required to perform the duties and meet the responsibilities of the position to a high professional standard including a demonstrated ability to work with considerable autonomy, self-reliance, flexibility and insight in the creation and facilitation of policy work programs and projects.

Judgement and Decision Making

- A high level of decision making is required as the position will be responsible for the implementation of projects involving different and diverse groups and interests. Solutions to complex issues resulting from competing demands and pressures on the Council are required.
- A high degree of autonomy and self-sufficiency will be required, although guidance and direction will be provided by the Manager Strategic Planning & Environment.
- Ability to understand the political climate of Local Government, 'reading the play' to assist with the overall development of policy and policy outcomes.

Specialist Knowledge and Skills

- Experience and/or a relevant technical background in environment planning and environmental policy and strategy development.
- Professional competency / capacity in directing and implementing significant projects of environmental value to Council.
- Abilities in monitoring and reviewing work, ability to manage projects on time and on budget; directing and managing staff and / or consultancies which may be commissioned in the course of the work program and the associated financial resourcing, both short term actual and the longer term budget allocations.
- Experience and capability in implementing high quality and high profile policy work and documents for Council's consideration and / or community consumption; articulating / implementing policies where necessary to a range of internal and external stakeholders, representing Council in appropriate forums, and acting generally in a manner which will be supportive of, and beneficial to, the immediate and longer term objectives of the Macedon Ranges Shire Council.
- Outstanding interpersonal skills to achieve the position objectives, including well developed communication abilities, lateral / analytical thinking capability.
- Ability to prioritise tasks, negotiation skills and a capacity for proactively and imagination in the tasks and duties assigned.
- Experience in using relevant computer software packages.
- Previous experience in, or involvement with, local government and a strong understanding of relevant legislation and local government processes.

Management Skills

- Demonstrated ability to lead, manage, motivate and support a dynamic team, in order to achieve desired organisation outcomes.
- Demonstrated ability to positively contribute to the culture of the organisation, lead by example and contribute to positive organisational change.
- Demonstrated ability to manage and prioritise a complex and demanding workload, set priorities, meet targets and deadlines successfully and plan and organise outputs within a flexible and independent work environment.
- Demonstrated capacity to interact effectively and convincingly with senior levels of management and stakeholders internal and external to the organisation.
- Effective prioritisation and time management skills.
- This position will require a dynamic and engaged leader who can assist the team and department to develop in a positive fashion and deliver organisation results, demonstrating considerable autonomy, self-reliance, flexibility and insight in the facilitation and implementation of work programs and projects.
- Demonstrated experience in the preparation and monitoring of Unit and Program budgets.
- A passion and excellence for leadership, innovation and success to support and develop members of the unit to deliver results.
- A demonstrated understanding of the importance of being politically astute and how this impacts on the outcomes to be achieved.

Interpersonal Skills

- Proven ability to lead, manage, motivate and contribute to a productive team environment and to respond constructively to cultural change.
- Excellent oral and written communication skills, with a proven track record in negotiation and conflict resolution; to achieve quality and agreed outcomes with sometimes competing interests.
- High level customer service skills to ensure best service delivery.
- Well-developed communication abilities, lateral / analytical thinking capabilities, ability to prioritise tasks, negotiations skills and a capacity for proactively and

imagination in the tasks and duties assigned – particularly demonstrated in leading dynamic team.

- Competency in public speaking, making presentations to Council and the community.

Qualifications and Experience

- Degree or Diploma in environmental studies or sustainability with several years relevant experience OR less formal qualifications with extensive relevant experience.
- Experience in local government an advantage.
- Current Victorian Driver's Licence.

Selection Criteria

1. Degree or Diploma in environmental studies or sustainability with several years relevant experience OR less formal qualifications with extensive relevant experience.
2. Demonstrated success with leading, managing and facilitating a dynamic, harmonious and productive team to achieve the desired organisation outcomes and requirements.
3. Demonstrated success in preparing and implementing environment strategies, policies and plans in a complex organisational environment.
4. Ability to work collaboratively with internal and external stakeholders, including the community, and to establish and maintain productive partnerships.
5. Previous experience in or involvement with, local government and a comprehensive understanding of the related legislative, policy and political context.
6. Demonstrated project management skills, including the ability to negotiate multiple competing tasks, solve problems and deliver outcomes within set timeframes and budgets.
7. Excellent communication skills with the ability to prepare and present succinct, clear and well-argued correspondence, briefing papers and reports.

Note: Appointment is subject to the successful completion of a National Police check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.