

POSITION DESCRIPTION	
Title:	Coastal Programs Coordinator
Group:	Built and Natural Environment
Reports to:	Manager Environment
Grade	18
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	1
Number of Indirect Reports:	Nil
Vehicle:	Motor Vehicle Allowance only
Position Code:	84220
Preplacement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	March 2022
Date Reviewed:	
Position Purpose	
<p>Shellharbour is a coastal city, renowned for its popular surf and swimming beaches and home to Lake Illawarra, a natural asset valued widely by the community for its recreational, cultural, social and environmental qualities.</p> <p>The Coastal Programs Coordinator will oversee delivery of Shellharbour coastal management activities along the open coast, including development and implementation of the Shellharbour Coastal Management Program (CMP) for our beaches and implementation of the Lake Illawarra CMP, which has been developed in collaboration with Wollongong City Council. This role is pivotal in providing strategic and technical advice, guidance and direction on matters relating to Council's coastline and lake to Community, Councillors, Customers and Council.</p>	

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Degree in relevant discipline including Environmental Science / Coastal Management / Environmental Engineering or related.
Comprehensive experience in coast and estuary management, coastal processes or similar.
- High level working knowledge of the Coastal Management Act 2016, NSW Coastal Management Framework and State Environmental Planning Policies (SEPP's)
- Experience in the preparation and implementation of coastal management programs or equivalent.
- Demonstrated experience in leadership and management with the ability to lead, engage and motivate a team while working collaboratively with internal and external stakeholders.
- Excellent written and verbal communication skills, including provision of technical advice to a broad range of audiences.
- Strong project management skills with the ability to work within timeframes, meet deadlines and maintain budgets and expenditure.
- Demonstrated knowledge of NSW coastal management framework and legislation.
- Demonstrated integrity, enthusiasm, commitment and innovation.
- Experience in using a quality management system or other business improvement initiatives. Current NSW Drivers Licence - Class C.

Desirable:

- Post-graduate qualifications in coastal management.
- Demonstrated knowledge of Local Government activities and responsibilities.
- Membership of relevant professional institutions.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Lead and contribute to the strategic development of Coastal management within Council's Environment team including the development of policies, processes, methodologies and frameworks as needed for coastal management.
- Develop, review and implement Council's coastal management programs in accordance with objectives of the *Coastal Management Act 2016*, NSW coastal management manual and Councils strategic commitments.

- Provide high level technical advice on Coastal Development Applications (DA's), Review of Environmental Factors (REF's), Planning Proposals, Pre-lodgement meetings and Land and Environment Court proceedings.
- Coordinate and oversee Community and Customer engagement on coastal, lake and waterways related projects.
- Develop and maintain contacts with industry, regulators and government bodies.
- Coordinate Council's coastal management committees and working groups.
- Provide a high level of Customer service to Community and responding to Community / Customer enquiries, complaints and reports regarding coast and waterways matters.
- Manage and oversee grant funding applications and reporting of any grant funded projects awarded to Council.
- Coordinate existing Coastal and Estuary grants and apply for new grants as required.
- Provide advice, review and recommendations to Projects, Services, and Asset Planning Teams working in the coastal zones including, but not limited to;
 - Shell Cove Marina,
 - Warilla Beach Sea Wall,
 - Reddall Parade/Reserve,
 - Lake Illawarra,
 - Elliot Lake and associated estuaries
 - Advice/coordination of emergency works associated with Coastal storms/events etc.
- Support the continuous improvement of Council's Environment function through participation, innovation and collaboration.
- Provide mentoring and instruction to direct reports and responsibilities in regards to the teams functions.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.
- Provide a high level of support to the Manager Environment and act in that capacity as required.
- Represent the team at meetings and workshops related to the teams function.
- Manage and lead direct reports in the completion of their duties.

Contribute to the overall management of the organisation

- Assist to implement and develop corporate Council policies and procedures.
- Assist to develop, implement and monitor forward strategic plans, annual management plans, integrated planning and reporting and budgets.
- Consult with internal and external customers including Councillors, staff, residents, industry, media, contractors and government agencies.

- Assist to prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Assist with the development of Business Processes for the Environment Team.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure staff/contractors are involved in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff and contractors including both formal and informal meetings
- Maintain ECM corporate standards.
- Maintain currency of professional expertise.
- Other duties within limits of skill, experience and competence as directed.

Work Health & Safety

- Take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Participate in WH&S training as required and contribute to the identification of hazards and assessment of risks.

Accountability and Behaviours

- Ensure accountability for own behaviours in the delivery of duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.

- Apply and demonstrate the four principles that together form the focus of the organisation (the 4C's): Community, Councillors, Customer and Council.