



Position Description

POSITION TITLE:	Manager Environment and Regulatory Services
DEPARTMENT:	Planning and Community Development
REPORTS TO:	Director Planning and Community Development
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 11
REMUNERATION PACKAGE:	Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight) including weekends for community engagement activities and events.

Our Mission

To meet the challenges of our unique and diverse region.

Purpose of Position

The Manager Environment and Regulatory Services leads the delivery of Council's environmental management, environmental health, waste management/resource recovery, and local government regulatory services, across the Kyogle local government area. The Manager is responsible for advancing Council's objectives to protect and enhance our important natural environmental assets, protect community health and wellbeing and minimise environmental impacts including through implementation of climate change mitigation and circular economy initiatives.

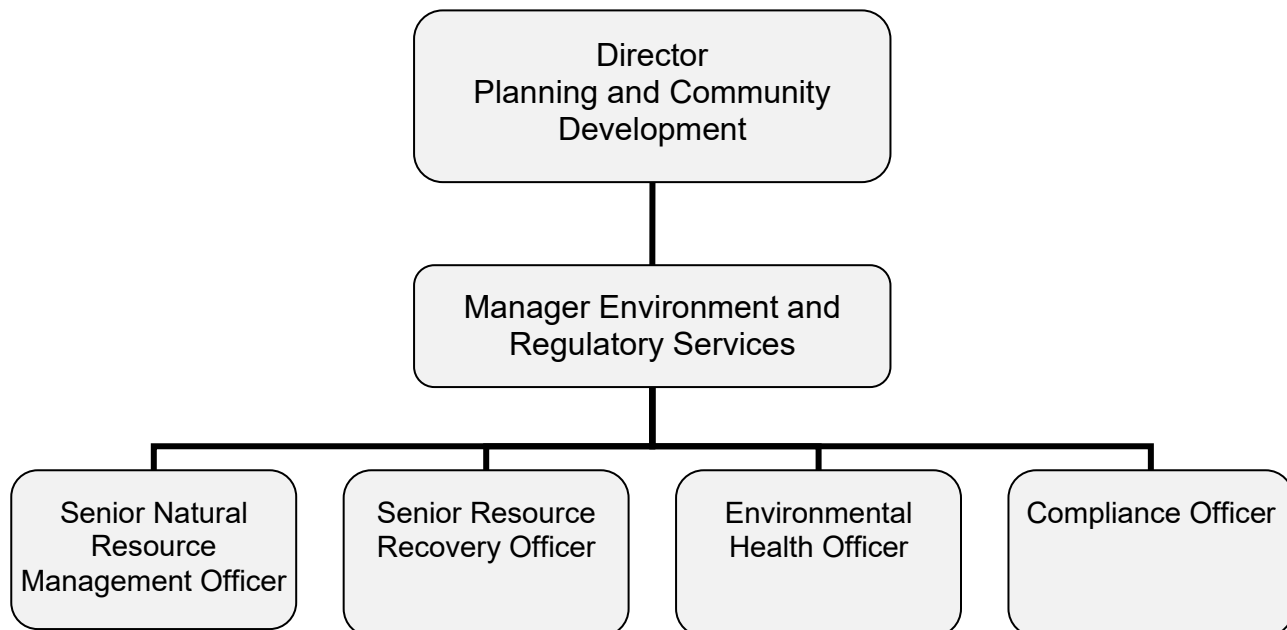
Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 3 Level 3/4 (Grade 11)

Organisational Relationships

WITHIN DEPARTMENT:	Director Planning and Community Development Technical and professional staff
WITHIN COUNCIL	Planning and Community Development staff Assets and Infrastructure staff Corporate Services staff
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Government departments Contractors Other local councils Local business and industry groups Organisations and stakeholder groups Community members

Organisational Chart



Schedule of Duties

- Lead and manage the Environment and Regulatory Services team to deliver Council's environmental management, environmental health, waste management/resource recovery and local government regulatory services, providing day-to-day supervision, direction and performance management.
- Lead and manage development and implementation of strategies, policies, plans, projects and initiatives to protect and enhance natural environmental assets, manage impacts of climate change and manage weeds and pest animals.
- Lead and manage development and implementation of strategies, policies, plans, projects and initiatives designed to minimise waste generation, increase resource recovery and achieve circular economy objectives.
- Lead and manage delivery of waste management/resource recovery services including Council-owned waste facilities and waste service contracts (kerbside waste collection services, weighbridge software and transport and processing of recyclable materials).
- Lead and manage delivery of environmental services and environmental health services including onsite wastewater management, food and health premises regulation, underground petroleum storage system regulation, trade waste and contaminated land management.
- Lead and manage delivery of local government regulatory services including matters under the *Local Government Act 1993*, *Companion Animals Act 1998* and *Public Spaces (Unattended Property) Act 2021*.
- Lead compliance activities in relation to environmental, environmental health, waste and local government regulatory matters including environmental pollution, illegal clearing and illegal dumping.
- Lead community engagement and education activities in relation to environmental management, environmental health, waste management/resource recovery and local government regulatory matters.
- Prepare business cases and grant applications to obtain funding for environmental management, environmental health, waste management/resource recovery and local government regulatory services projects and initiatives.
- Contribute to organisational strategic and business planning activities including preparation of the Community Strategic Plan, delivery and operational plans, budgets and performance reporting.
- Build and maintain strong partnerships with external agencies, government bodies and community organisations to advance Council's strategic goals.
- Other relevant duties as required.

Role Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Table 1 outlines the full list of capabilities and the qualifications and experience required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.






Table 1: Role requirements

Technical Requirements **Grade 11**

Qualification/s	A Tertiary qualification in Environmental Management, Environmental Science, Environmental Health or equivalent experience. Post-graduate qualification in Management, Leadership or equivalent experience.
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Driver's Licence	Class C
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Role Capabilities

	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Highly Advanced
Personal attributes		
	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
Relationships		
	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
Results		
	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
Resources		
	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced
Workforce Leadership		

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in table 2.

Table 2: Focus Capabilities

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Advanced	<ul style="list-style-type: none"> Demonstrates a thorough understanding of the interests, needs and diversity in the community Promotes a culture of quality customer service Initiates and develops partnerships with customers and the community to define and evaluate service outcomes Ensures that the customer is at the heart of business process design Makes improvements to management systems, processes and practices to improve service delivery Works towards social, environmental and economic sustainability in the community/region
Results Create and Innovate <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	Advanced	<ul style="list-style-type: none"> Encourages independent thinking and new ideas from others Draws on developments and trends in the industry and beyond to develop solutions Supports experimentation and rapid prototyping to test and refine innovative solutions Develops/champions innovative solutions with long standing, organisation-wide impact Explores creative alternatives to improve management systems, processes and practices Contributes own knowledge and experience to staff training and development sessions.
Resources Finance	Advanced	<ul style="list-style-type: none"> Ensures the design/delivery of services is within budget Explains the organisations financial drivers to others in plain language Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services Models the highest standards of financial probity, demonstrating respect for public monies and other resources Promotes the role of sound financial management and its impact on long term financial sustainability Seeks and applies specialist financial advice to inform decisions.

Table 2: Focus Capabilities

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Advanced	<ul style="list-style-type: none">• Knows the individual strengths, weaknesses, goals and concerns of members of the team• Fosters high performance through effective conversations and feedback and by providing stretch opportunities• Identifies and develops talent across the organisation• Coaches and mentors staff to foster professional development and continuous learning• Implements performance development frameworks to align capability with the organisation's current and future priorities• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____