

# Position Description

<b>Position Title</b>	<b>Manager - Environment</b>		
<b>Department</b>	Environment, Strategic Planning & Community	<b>Position Number</b>	ESPC02
<b>Grade</b>	Grade 13	<b>Location</b>	Council Administration Office - Coonamble
<b>Status</b>	Permanent Full Time	<b>Hours</b>	35hrs week / 70 hrs per fortnight
<b>Reports to</b>	Executive Leader - Environment, Strategic Planning & Community	<b>Industrial Instrument</b>	Local Government (State) Award 2020
<b>Date Revised</b>	19/02/2021	<b>Version Number</b>	1
<b>Direct Responsibilities</b>	Planning, Building, DA and Construction Certificates, Pollution, Food, Litter, Animal Control, Health Inspections, Saleyard, Common and Waste Facilities.		

### *Council's Vision*

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

### *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## **Position Summary**

This position leads and manages a team focused on providing effective and efficient delivery of Environmental, Development, and Regulated Services for the Coonamble Shire Council.

The role provides high level technical advice, and assistance with planning, health, building and environmental issues to ratepayers, the public, builders, developers, property owners and Councillors (through the General Manger) to ensure technical advice and action on statutory planning, health, building and environmental matters.

## **Position Benefits**

- Limited leaseback vehicle with private use, subject to Council's Motor Vehicle Policy and Limited Leaseback Agreement.
- Time in Lieu / Overtime Allowance.
- Housing / Rental Assistance.
- Relocation Assistance.
- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.
- One fully paid membership of relevant professional industry association per year.

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## Key Responsibilities

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### *Management and Staff Supervision*

- Manage the Environment Services department, on a day to day basis, including staff supervision, to ensure Council's compliance with all relevant legislation, codes of practice, guidelines, policies and procedures.
- Support and assist reporting staff to ensure all areas are managed effectively and efficiently.
- Management and effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.
- Remaining aware of the major issues and challenges confronting the Council, the community and industry and to ensure consideration of these factors in actions planned or undertaken.

### *Compliance and Regulation*

- Oversight of compliance with all town and environmental planning requirements and provision of relevant advice and guidance to ensure compliance.
- Checking plans, specifications and documentation associated with applications for Developments and/or building and other permits, providing support when necessary to assist compliant applications.
- Carrying out assessments and inspections in accordance with regulatory requirements for swimming pools, on site sewerage management systems, public entertainment, temporary structures, and other regulated developments.
  - Providing results of inspections to builders/owners and other relevant parties and business owners and discussion of the need to ensure non-complying matters are satisfactorily rectified.
  - Maintain relevant records and files, including License registers e.g. Food, hairdressing, entertainment and asbestos.
- Ensure all required controls on development, effluent, pollution, public health, food, litter, companion animals, livestock handling and the urban environment/services are exercised within the law by carrying out assessments, inspections and monitoring.
- Oversight of the Council's pound facilities to ensure maintenance and compliance requirements are met.

### *IP&R and Strategic Planning*

- Identification, development and implementation of actions to implement the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.
- Annual review of Operational and Delivery plans to assure achievement of outcomes set as part and revises achievement deadlines if necessary.
- Report preparation and writing, including Council reports and correspondence.

### *Records and Finance*

- Developing annual budget estimates and costs and ensure department is operated within budget constraints.
- Assist in preparation of quarterly and annual reviews of performance against budget and financial performance reporting to relevant staff.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy.

### *WHS and Environment*

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.

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- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.

## *General*

- Development and implementation of Council's policies and procedures in conjunction with other departments.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

## **Key Internal Relationships**

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<i>Who</i>	<i>Why</i>
Governing Body of Council	Provide members of the governing body with the information and advice necessary for informed decisions and the achievement of their civic duties.
Environment, Strategic Planning & Community	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Regulatory Officer/Ranger Senior Administration Officer – Environmental Services

## **Key External Relationships**

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External Stakeholders and Committees	Represent Council and inform of Council's position on matters of risk and business concern and assist with the achievement of positive outcomes within Council and government policy frameworks. Set up, support, and manage relevant external committees and working groups as required.
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## **Delegations**

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- Financial delegation as contained in Council's Procurement Policy.
- Signatory delegation for official correspondence using Council's letterhead.
- All other delegations as outlined in the separate document - Delegations of Authority.

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## Essential Requirements

### *Technical Requirements*

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Sound knowledge of Health and Building Surveying preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Demonstrated ability to identify, interpret and determine compliance with the provisions of the EP&A Act, EP&A Regulation and BCA, Local Government Act and Regulations.
- Hold or Ability to hold A2 accreditation under Schedule 3, Part 2 of the BPB Building Professionals Board Accreditation Scheme.
- Tertiary Qualifications in Health and Building Surveying, Environmental Services or equivalent (Degree Level).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- High level of commitment to implementing and monitoring the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.

### *Desirable Attributes*

- Completion of relevant training courses and certificates.
- Local Government experience.

## Selection Criteria

- Demonstrated experience in a similar role (3+ years).
- Sound knowledge of Health and Building Surveying applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Hold or Ability to hold A2 accreditation under Schedule 3, Part 2 of the Building Professionals Board Accreditation Scheme.
- Tertiary Qualifications in Health and Building Surveying, Environmental Services or equivalent (Degree Level).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Proven ability to research, think analytically and plan work with proven problem-solving skills and to develop potential strategies and recommendations.
- Advanced proven leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the efficient completion of activities / projects, by communicating organisational goals, priorities and vision.
- Demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- Strong ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Advanced ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Advanced ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	

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