



Position Description

Manager, Environmental Sustainability & Climate Change

Division	Environment and Open Space
Business Unit	Environment & Resilience
Grade	TRP M
Position number	NB1742

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division Environment and Open Space

The Environment & Open Space Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Environment & Resilience, Waste Management & Cleansing and Parks & Open Space.

Business Unit

The Environment & Resilience Business Unit manages complex environmental and engineering programs and projects to achieve quality outcomes for the residents and the environment of the Northern Beaches. The Unit delivers the following services:

- Assessment, planning and mitigation of natural hazards and associated risks (including bush fire, flooding, geotechnical, contaminated land and coastal hazards) as they apply to Council assets and operations, and the broader Northern Beaches community.
- Analysis of, planning for and direction of Council's management of climate change risks to public & private assets.
- Building the resilience of the Northern Beaches community to reduce the impact of shocks and stressors.
- Bushland and biodiversity protection and restoration including management planning at a landscape scale, threatened species and pest species management.
- Catchment, waterway and coastal management including long-term planning, ecological, and restoration programs
- Environmental sustainability initiatives and programs including climate change mitigation, sustainability education, volunteering and engagement.
- Development engineering including subdivision works, development approvals, co-ordination of s94 works delivery and certification of development works
- The strategic and operational management of Council's \$1 billion stormwater network, including whole of life cycle asset management, planning and design of works (both new assets and renewal of old), and managing day to day maintenance and risk management.

Primary Purpose of the Position

Reporting to the Executive Manager Environment & Resilience, the Manager Environmental Sustainability & Climate Change provides direction and leadership in managing staff and other resources to ensure high performance service delivery of environmental sustainability, climate change mitigation, and environmental outreach initiatives that achieve Council's strategic goals for the organisation and the Northern Beaches community.

Key Accountabilities

- Lead the Environmental Sustainability & Climate Change team on a strategic and day-to-day basis in a professional and positive way, seeking to position Council as a leader in the field.
- Develop, implement and review relevant policies and procedures to embed a whole of organisation approach to environmental sustainability.
- Lead Council's Environment Centres in delivering professional, high profile and optimised programs to the local community
- Co-ordinate the development, implementation and review of the team budget and key performance indicators.
- Maintain currency with relevant similar practices and policies, and ensure Council's outreach programs are consistent with Council policies and procedures
- Develop, implement and maintain climate change programs for Council and the community across the organisation, staying up to date with relevant science and policies

Key Challenges

- Managing the delivery of high-profile projects with competing and varying complexity within set deadlines, budget and resourcing constraints.
- Managing the varied expectations of multiple stakeholders (internal and external)
- Planning for and responding to unexpected events that may impact service delivery
- Communicating and advising upon complex matters to a diverse audience, including senior management, internal and external stakeholders.
- Maintaining up-to-date knowledge of relevant legislation, standards, frameworks, policies, and best practice approaches.

Key Internal Relationships

Who	Why
Executive Manager Environment & Resilience	• Provides strategic direction and instruction on projects, • Escalate issues, and for matters pertaining to ongoing performance.
Team members	• Provide strategic direction and instruction on projects, • Guidance, consultation, and team building. • Performance and day to day staff management
Manager, Resilience & Natural Hazards	• Work collaboratively in the area of climate change mitigation, risk management and adaptation.
Environment & Resilience Managers	• Work collaboratively to ensure the effective performance of the division and organisation.
Asset Managers (Beach assets, Roads, Stormwater, etc)	• Consultation and advice pertaining to resilience and sustainability matters affecting Council's assets
Events and Communications	• Work collaboratively to drive effective environmental behaviour change programs, events and communications.

Key External Relationships

Who	Why
Customers/Stakeholders	• Contract management, provision of advice, community engagement as required.
Contractors / Environmental Consultants	• Relationships/operations/contract management • Provision of contract management
Community groups	• Developing and fostering relationships with key local groups to facilitate two-way communication, understanding and empowerment.

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Executive Manager, Environment & Resilience

Direct Reports

- 5 Direct Reports, plus 6 Indirect Reports (plus a pool of Casuals)

Budget

- Approximately \$2.2 million in operational expenditure
- Approximately \$300K in capital expenditure (sustainability improvements)

Essential Criteria

- Tertiary qualifications in a relevant environmental, science, or management discipline
- Significant experience in a management role with a strong record of achieving impactful strategic sustainability outcomes
- Strong history of developing high performing cultures with strong team morale.
- Proven high level capability in management analysis, budget control, project delivery and/or strategic co-ordination at a senior level
- History of personally delivering and personally overseeing complex projects and/or budgets

Key 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.”

Below is the full list of capabilities and the level 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.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Advanced	Demonstrate Accountability
	Display Resilience and Adaptability	Advanced	
	Act with Integrity	Adept	
	Demonstrate Accountability	Advanced	
 Relationships	Communicate and Engage	Adept	Community and Customer Focus
	Community and Customer Focus	Adept	
	Work Collaboratively	Adept	
	Influence and Negotiate	Intermediate	
 Results	Plan and Prioritise	Adept	Deliver Results
	Think and Solve Problems	Adept	
	Create and Innovate	Intermediate	
	Deliver Results	Adept	
 Resources	Finance	Intermediate	Technology and Information & Procurement and Contracts
	Assets and Tools	Intermediate	
	Technology and Information	Adept	
	Procurements and Contracts	Intermediate	
 Workforce Leadership	Manage and Develop People	Adept	Manage and Develop People
	Inspire Direction and Purpose	Adept	
	Optimise Workforce Contribution	Adept	
	Lead and Manage Change	Adept	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Demonstrate Accountability	Advanced	Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships		
Community and Customer Focus	Adept	Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Deliver Results	Adept	Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources		
Technology and Information	Adept	Selects appropriate technologies for projects and tasks Identifies ways to leverage the value of technology to achieve outcomes Ensures team understands their obligations to use technology appropriately Ensures team understands obligations to comply with records, information and knowledge management requirements
Procurement and Contracts	Intermediate	Helps others understand and comply with basic ordering, receipting and payment processes Contributes to the identification of business requirements, deliverables and expectations of suppliers Provides objective input to evaluation processes for proposals and tenders Works with suppliers and contractors to ensure that goods and services meet time and quality requirements

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership		
Manage and Develop People	Adept	Seeks to understand the individual strengths, weaknesses, goals and concerns of team members Defines and communicates roles and responsibilities and sets clear performance standards and goals Coaches team members to help improve performance and development Regularly discusses performance with team members and provides accurate, constructive reviews Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way