Blacktown City. Made Together

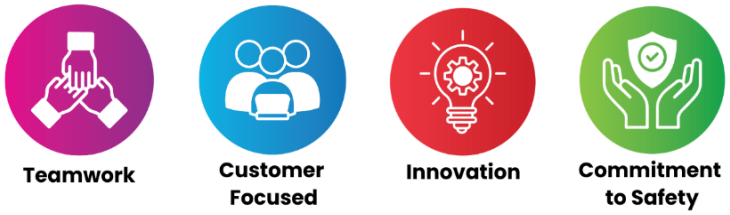
Position description

Senior Coordinator Environmental Services

Summary information

Section	Environment	**Directorate**	City Living
BCC number(s)	BCC1105	**Position type**	Permanent, full-time
Grade	Grade 18	**Skill descriptor**	Band 3 Level 3
Reports to	Manager Environment	**Direct reports**	Yes
Approval limit	$50,000	**Release limit**	$0
Created/reviewed	June 2019		

Our values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Blacktown City Council

1. Position purpose

This role is primarily responsible for the implementation and activation of Council's conservation, restoration and enhancement of our environment, including reducing the impacts of climate change. In keeping with Ecologically Sustainable Development principles, Council works to balance social, economic and environmental values and imperatives.

The purpose of this position is to coordinate and support the implementation of projects, strategies, policies, guidelines and procedures that align with this commitment and in particular:

- enhance an integrated policy, engagement and education approach to achieve improved environmental sustainability outcomes
- improve our community's understanding of environmental sustainability, providing information and learning opportunities to strengthen the community's ability to undertake pro-environmental actions
- achieve sustainable environmental outcomes by developing systems and processes that support environmentally sustainable decision-making and action within Council and within the city
- use monitoring systems to measure and report environmental outcomes and facilitate continuous improvement
- develop and deliver projects relating to sustainability and renewable opportunities within the city and for community.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Relevant degree qualification in environmental sustainability or similar field
- Extensive relevant Local Government experience and/or sound knowledge of and experience in current environmental sustainability issues and extensive experience in the development of strategies and policies related to the environmental field of work
- Demonstrated experience in an environmental management role including climate change management
- Demonstrated capability in the management of complex projects
- Proven experience in developing strategic environmental and sustainability policy
- Current class C driver's licence.

Desirable:

- Proven project management and negotiation skills
- Demonstrated leadership, analytical and problem-solving skills

- Proven team leadership capability and ability in assisting development of other team members
- Strong investigation and analysis skills for corporate environmental reporting and efficiencies projects development
- Post graduate degree in environmental sustainability or similar field.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Act in accordance with any legislative requirements as detailed on the position's Certificate of Authority.
- Lead the Environmental Services team.
- Provide strategic and timely advice to the executive on matters relating to environment.
- Work across the organisation to lead or support key environmental projects as required.
- Responsible for the setting of targets and organising all resources for the Environmental Services team, to best achieve its objectives.
- Accountable for the monitoring and control of the Environmental Services team's performance against plans, budgets and objectives.
- Responsible for managing issues associated with sustainability initiatives, engagement of, and communication with the community on sustainability and reducing the impacts of climate change and urban heat.
- Provide input into the development of systems and processes that support the achievement of more sustainable decision-making and action within Council and within the City.
- Manage all day-to-day operations and functions of the Environmental Services team, and ensure all allocated tasks are completed in an efficient and competent manner within the time frame specified.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarise yourself with our volunteers policy and standards
    - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Coordinate the existing duties and functions of the Environmental Services team, including the implementation and progression of Council's:
    - Environmental Sustainability Framework
    - responding to climate change policy and strategy
    - staff and community skills development on environmental sustainability
    - staff and community skills development to build resilience and reduce the impacts of climate change and urban heat

  - community gardens and nurseries
  - Eco Active Schools program
  - operational plan actions.
- Development of partnerships programs with key agencies/groups, organisations and other community/stakeholder initiatives, as needed to improve resilience and environmental sustainability outcomes.
- Prepare, monitor and report on Environmental Services budget.
- Prepare, monitor and report on Environmental Services team budget annually.
- Monitor and report to the Manager Environment on relevant budget considerations, including assistance with preparation and development of section's annual budget.
- Ensure adherence to relevant legislative requirements, policies and current standards.
- Provide advice and assistance to the community on environmental sustainability to reduce the City's footprint.
- Ensure the effectiveness of Councils policies and strategies as they relate to environment.
- Liaise with other sections of Council on environmental sustainability.
- Perform timely reports on emerging or current environmental issues that may impact on Council and recommend ways in which Council might respond.
- Represent Council on relevant bodies when requested.
- Perform other relevant tasks assigned by the Manager Environment.

Education/Promotion

- Coordinate the production of Council's State of the Environment report.
- Promote Council's environmental engagement and education initiatives.
- Ensure the availability of accessible and relevant information about Environmental Sustainability programs.

Communication

- Provision of efficient service to all customers including:
  - all correspondence and customer action requests replied to in accordance with the nominated performance criteria
  - answer telephone and "counter" enquiries, as required
  - identification of system changes, required to improve the quality and timeliness of Environmental Sustainability programs and services.
- Facilitate team meetings on a regular basis.
- Represent Council on relevant committees and boards.
- Attend meetings as required through performance of duties.
- Represent the Manager and/or team, as delegated.

- Prepare correspondence and reports, as required.
- Establish collaborative partnerships with relevant organisations.

Supervision and management

- Provide leadership and supervision to staff in the Environmental Services team.
- Monitor and review staff performance and take appropriate action when required, conforming with Council's policies and procedures, including counselling, as required.
- Develop appropriate training programs that provide ancillary support to the section.

Judgement and problem solving

- Monitor programs, policies, legal and technical developments that could positively or negatively affect environmental health and sustainability. Identify potential problems and develop appropriate responses.

Corporate representation and image

- In all dealings and activities on behalf of Council, act in accordance with Council's Code of Conduct, and actively promote a positive image of Council. To promote a positive image means:
  - behaving in a manner that helps achieve the objectives and interests of Council
  - actively creating goodwill by using/demonstrating positive helpful, cooperative, proper, supportive and ethical behaviour, at all times.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: