

Program Leader Fire and Biodiversity

Role purpose

Lead and manage the City's Fire and Biodiversity program to protect life, property and the environment. Conserve the ecological integrity of the City's bushland estate and catchments through active fire, ecological restoration, invasive species and vegetation management with the support of volunteers through the Bush Care program.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 Municipal Officer Level 5
Position Number	4032
Number of direct reports	5
Responsible for total staff	15-25
Delegations & Authority	50,000
Budget level	\$3,500,000
Network, Group, & Team	Infrastructure and Assets Network, Open Space Group, Fire & Biodiversity Team
Immediate Manager	Operations Lead - Open Space & Parks (9921)



Program Leader Fire and Biodiversity

Role accountabilities Key result areas



Strategic

- Provide high level strategic direction and develop policy, plans, and service levels for bushfire risk management to ensure that the City of Hobart represents best practice in bushfire risk mitigation
- Network at a high level across all key stakeholders and agencies to ensure that the Fire and Biodiversity program integrates and assimilates best practice and developing knowledge to deliver the outputs for the community and the stakeholders
- Overall management responsibility for the invasive species and biodiversity operations for Council's Bushland Reserves and other applicable land.
- Overall management responsibility and oversight for the development, implementation and evaluation of a range of programs, activities and engagements to support land owners, residents and the community in Greater Hobart to plan for bushfires and emergency events utilizing a property protection approach

Corporate

- Deliver all projects with consideration of risk management and workplace health and safety measures to ensure that all activities operate within defined guidelines.
- Promote the values and work undertaken by the City of Hobart to address bushfire risk to the city and to the community.
- Deliver high quality reports, presentations and written products, including strategy documents, financial reports, and legislative approvals for the City's land management programs.
- Overall management responsibility for fire management activities and resources to ensure that they are applied to provide maximum effect for the safety of Hobart residents.
- Be responsible for the implementation of Council's Bushfire Fire Management Strategy and Fire Hazard Abatement Program on Council land and private land in the Bushfire Prone Area and ensure the City meets its legal obligations under the Fire Services Act 1979 and the Local Government Act 1962.
- Deliver Fire and Biodiversity activities to address the future needs of the City of Hobart in a professional, efficient and innovative manner.

Team

- Lead and coordinate the effective, efficient and sustainable management of the human, physical, financial, and information resources of the team, anticipating challenges and opportunities whilst ensuring that staff have the tools, resources and the environment in which to succeed.
- Provide consistent and thoughtful transformative leadership to the team to enable it to excel in its activities and functions and to ensure appropriate planning for Council's Fire and Biodiversity, Bush Care and hazard management programs.
- Develop, mentor and empower staff to build leadership capacity and a high performance culture.
- Working with the Manager Open Space, establish Key Performance Indicators for focused areas ensuring teams are well briefed on delivery expectations.
- Undertake regular performance reviews for direct reports, as well as overseeing and regularly reviewing overall team performance.
- Implement a best value philosophy to service delivery and continuous improvement across the team.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY

Program Leader Fire and Biodiversity

- Manage and coordinate external consultants and contractors in accordance with Council's policies and procedures.
- Ensure the team engages with, and is responsive and open to the needs, concerns and aspiration of the community.
- Ensure defined projects within the Fire and Biodiversity team are delivered on time and within budget.
- Ensure that all relevant legislation, standards and/or codes of practice for which the team is responsible are identified, monitored and reviewed.
- Manage the Bush Care program to enhance the City of Hobart bushland, biodiversity, and waterways utilising the team and an active volunteer program of 600 volunteers.
- Manage the invasive species program in accordance with the Biodiversity Action Plan and the statutory responsibilities of the City of Hobart under the Weed Management Act 1999 and the Local Government Act 1962.
- Be responsible for the financial management of the \$2m in operational funding and provide the required reporting on expenditure, progress and achievement against the agreed milestones in a timely and efficient manner.
- Ensure all activities are undertaken in a safe and responsible manner.
- Undertake other tasks and duties that are within the scope of the employee's knowledge, skill, competence and training.

Leadership

- Lead the Fire and Biodiversity and Bush Care team to ensure that they deliver the highest standard of program delivery and service to the community using current best practice.
- Lead and ensure the delivery of the Biodiversity Action Plan to enhance and sustain the natural values of the City of Hobart.
- Lead and direct the emergency response to bushfires and biosecurity threats on land owned and managed by the City of Hobart.
- Support the Manager Open Space to build professional relationships across the City of Hobart, the community, commercial businesses, other relevant bodies, and key stakeholders to build a strong network and collaborative partnerships.
- Develop communication strategies to engage with the community in addition to facilitation of stakeholder responses.
- Demonstrate behaviors and actions that support a culture of trust across the City of Hobart, the community, commercial businesses, other relevant bodies, and key stakeholders.
- Support the Manager Open Space to create and develop relationships across the City to gain support, expertise, resourcing and consistent messaging to raise awareness of the importance and impact of bushfire on the City of Hobart and to deliver a sustainable approach to managing the City's Bushfire Management Strategy, Fire Hazard Abatement Program, and Biodiversity Action Plan.
- Role model behaviors, values and professionalism for others to be motivated to follow.
- Be confident to challenge processes and create an environment where innovation and continuous improvement is embraced.



Program Leader Fire and Biodiversity

Professional advice

- Provide expert advice on a diverse and complex range of bushfire and biodiversity matters to the Manager Open Space, Director Infrastructure and Assets, the community, commercial businesses, other relevant bodies, and key stakeholders.
- Provide advice to the Manager Open Space and the Director Infrastructure and Assets on potential or proposed legislative or other reforms which may impact on bushfire and biodiversity issues.
- Provide professional and technically competent advice in relation to the City's bushfire and biodiversity needs to ensure all statutory requirements are met.
- Challenge and drive new thinking whilst working with the community, commercial businesses, other relevant bodies, and key stakeholders to seek opportunities to influence policy, seek funding and form new alliances.
- If required, attend Council meetings and provide advice to elected members on bushfire and biodiversity issues. Provide high level advice and decision making in engagement with Federal and State agencies to authoritatively represent the interests of the City in external forums, reviews and committees related.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Program Leader Fire and Biodiversity

Selection criteria

Qualifications and licences

- Bachelor degree or higher in Environmental Management or similar coupled with experience in bushfire planning, natural areas management, disaster resilience or community resilience planning; or demonstrated practical competence acquired through a number of years of experience in a relevant role.
- Extensive knowledge of the assessment and treatment of risk and current knowledge of bushfire risk mitigation.
- Current Driver Licence.

Essential

1. High level and demonstrated experience in the assessment and treatment of risk relating to bushfire impact.
 2. Comprehensive knowledge of contemporary bushfire risk management with ability to apply this knowledge to the needs, issues and aspirations of the community.
 3. Extensive knowledge in natural areas management incorporating but not limited to the management of invasive species, biodiversity, and human impact management.
 4. Strong people management and project management experience with demonstrated ability in managing stakeholder expectations, workflows and resources to achieved prescribed strategic and operational objectives.
 5. Well-developed written communication skills, including the ability to prepare detailed Council reports, business cases, funding progress reports, correspondence, strategic documents and funding submissions.
 6. An outstanding communicator with significant experience in the provision of transformative leadership guidance and support for employees.
 7. Highly experienced leader who strongly supports a collaborative, innovative, agile culture, able to motivate, empower and challenge others as part of dynamic teams to deliver quality outcomes in a client centric environment.
 8. Must have exceptional collaboration, negotiation and relationship management capabilities with extensive demonstrated experience working with a diverse range of businesses, industry, community groups and individuals, and have highly developed skills in building relationships with partner agencies.
 9. Demonstrated program and project management skills with well-developed organisational skills, including the ability to prioritise and achieve set goals and meet deadlines.
 10. Strategic thinker with a level of political acumen to approach situations and relationships with a clear perception of the political context and reality.
- Ability to self-reflect and demonstrate organisational value and behavioural standards.

Program Leader Fire and Biodiversity Desirable

- Qualifications in wildland firefighting roles
- Qualifications and experience in the application of the Australasian Inter-Agency Incident Management System

Pre-employment checks

1. National Criminal History check
2. Pre-employment Medical Assessment – Low Risk.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.