

Position Description

Executive Manager, Environmental Compliance

Division	Planning and Place
Location	Warriewood
Grade	Level 3 (TRP)
Position Code	NB0022
Date position description approved	7 May 2019

Council overview

The Northern Beaches is truly unique. Our vast area boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways and beautiful wildlife. We are home to more than 260,000 residents and millions of visitors come to experience our extraordinary place every year. As a Council our vision is to foster a safe, inclusive, connected community that lives in balance with our environment. The breadth of our service delivery is significant – from youth and senior services to art galleries, commercial theatre, aquatic centres, libraries, childcare and waste collection. We support over 31,000 local businesses and are continuously striving to work collaboratively with the community to ensure our services meet both current and future needs. We manage almost 850kms of roads and more than 50,000 people use our many sports fields and playgrounds each year. We strive for excellence in all that we do and the provision of the highest levels of customer service.

Council values

Our Vision is "Delivering the highest quality service, valued and trusted by our community" critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership. Our values underpin and drive everything we do and every decision we make.

Primary purpose of the position

The Executive Manager Environment Compliance is responsible for the strategic and operational leadership of Council's regulation and enforcement activities with a view to ensuring that efficient responsible services are provided, while supporting the delivery of services to the community, minimising risk and meeting statutory and legal requirements. The Executive Manager leads the

Environmental Compliance Business Unit which includes the following teams: environmental health, building certification, building and land use compliance, and ranger services.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide leadership to the Environment Compliance Unit in the provision of high quality services to all stakeholders and implement best practice methods and procedures in the provision of environment compliance services to the community.
- Develop innovative processes, procedures and systems, review and implement effective complaint management and investigation of incidents and illegal development/building, enforcement of legislation and Council policy.
- Ensure that a strategic, comprehensive and integrative approach is applied to operational business delivery through sound financial management, business planning and performance, project management and education services to the community.
- Review Work Health and Safety performance in the Environment Compliance Business Unit and drive continuous improvement.
- Ensure compliance with statutory obligations, policies and processes within the legislative framework of the Local Government Act 1993 and relevant environmental compliance related legislation

Key challenges

- Positively contribute to the economic wellbeing, protection of the environment, community safety and amenity expectations of the Northern Beaches community.
- Fair and consistent application of enforcement obligations to all of the community.

Key internal relationships

Who	Why
Governing Body of Council	As a subject matter expert in Environment Compliance, provide members of the governing body with the information and advice necessary for informed decisions and the achievement of their civic duties.
Executive Leadership Team	Collaborate with the Executive Leadership team to ensure service continuity and compliance with all statutory and proclamation requirements.
Director Planning and Place	Receive advice and report on progress towards business objectives and discuss future directions. Provide expert advice and contribute to decision making. Identify emerging issues/risks and their implications and propose solutions.
Direct Reports	Lead, direct, manage and support performance and development. Guide, support, coach and mentor.

Key external relationships

Who	Why
Stakeholders	Engage in, consult and negotiate the development, delivery, implementation and enforcement of environmental compliance issues. Management expectations and resolve issues.

Key dimensions

Decision making

The position is accountable for decisions regarding Council's statutory obligations and compliance with regard to the provision of building, environmental health, building certification, building and land use compliance and ranger services as required by the Environmental Planning and Assessment Act, the Local Government Act and other relevant legislation.

Reports to

Director Planning and Place

Direct reports

Manager Building Control

Manager Business Support

Manager Environment and Health

Manager Rangers

Manager Regulatory Support

Executive Assistant

Estimated number of indirect reports

Approximately 100 employees.

Budget (operating and capital expenditure)

To be confirmed

Essential requirements

Relevant tertiary qualifications and demonstrated significant experience in a senior management role in the environmental compliance or related area.

Current Class C (Minimum) NSW Driver's Licence.

Capabilities for the role

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>

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

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 Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues
Relationships Community and Customer Focus	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

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Resources Technology and Information	Advanced	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation

Local Government Capability Framework

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
Workforce Leadership Lead and Manage Change	Advanced	<ul style="list-style-type: none">• Translates change initiatives into practical strategies, including the role of staff in implementing them• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders• Develops appropriate approaches to involve staff and stakeholders at various stages of the project• Implements structured processes to manage structural, system, process and cultural barriers to change• Provides coaching and leadership in times of uncertainty and difficulty for staff