

Position Description

Manager – Coast & Catchments

Directorate	Environment & Sustainability
Location	Cromer
Classification/Grade/Band	Level 3 (TRP)
Position Code	NB0044
Date position description approved	

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 continuing 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.

Environment & Sustainability Division

The Environment & Sustainability Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bushland, rural and coastal community. The Division comprises of the following business units – Environment & Climate Change and Waste Management.

Environment & Climate Change Business Unit

The Environment & Climate Change Business Unit manages complex environmental and engineering programs and projects to achieve quality outcomes for the residents and environment of the Northern Beaches. The Environment & Climate Change Business Unit delivers the strategic and operational management of:

- Bushland protection and restoration including threatened species and pest species management and the control of bushfire risk.
- Catchment, waterway and coastal management including ecological, risk and restoration programs.
- Strategic environmental systems and programs, development assessment, climate change adaptation/resilience and corporate sustainability.
- Environmental education, volunteering and engagement.
- Development engineering including subdivision works, development approvals and certification.
- Stormwater asset maintenance and renewal.
- Floodplain risk management.

Primary purpose of the position

Reporting to the Executive Manager Environment & Climate Change, the Manager of Coast & Catchments team provides direction and leadership in managing staff and other resources to ensure high performance service delivery of:

- Coastal management including the management of coastal erosion, geotechnical risks, natural processes and amenity; and
- The effective management of catchments and waterways including management of risks, protection/restoration of natural areas and ongoing maintenance to appropriate standards.

Key Accountabilities

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

- Lead the Coast & Catchments team on a strategic and day to day basis.
- Coordinate the development, implementation and review of the team budget.
- Lead the effective management of Council's coast, catchment and waterway assets including timely restoration and protection of these assets, and ongoing maintenance and inspection cycles of the assets that ensure service levels are maintained or improved.
- Develop, implement and review Coastal Management Programs for coastal areas.
- Develop and implement a comprehensive Catchment and Waterway Management Program that is sustainable and results in improvements in condition.
- Develop, implement and review performance indicators for the team.
- Maintain currency with relevant science, policies and legislation to ensure that the Council's responsibilities are met.
- Ensure the team provides a cohesive, risk appropriate and efficient development assessment referral service to its internal and external stakeholders.

People Leadership

- Role model the Northern Beaches Council's values and behaviours and ensure strong behaviours and values among the team.
- Lead and motivate team members and provide clear goals and vision for the team to align with the Executive Manager's objectives.
- Take ownership for the recruitment and on boarding of new team members.
- Engage in regular feedback to all team members.
- Empower the team to take action and make decisions.
- Provide a strong link between staff and the Executive Manager and the Executive team on operational, cultural and strategic issues.
- Communicate regularly with the team both formally and informally.
- Be aware of the wellbeing of the team and taking proactive steps to improve and maintain a high performing and cohesive team culture.

Operational

- Accountable for the development, review and accurate management of the team's budget and report regularly to the Executive Manager on progress (including taking personal responsibility for the accuracy of budgets and forecasts at monthly and quarterly reviews).
- Ensure compliance with Council processes and procedures.
- Direct the team in and contribute to, the planning, implementation and review of major programs.
- Provide advice to the Executive Manager on policy or key issues.
- Provide a framework for decision making and problem solving within the team and be responsible for its implementation. Problem solving would have minimal escalation to the Executive Manager.
- Liaise with the public and external groups/organisations.
- Negotiate on important matters with a high degree of independence.
- Develop and report on key metrics relevant to the team and division
- Build and maintain productive relationships with senior level internal and external stakeholders.
- Evaluate and monitor performance of the team to ensure accurate and efficient service is provided to both internal and external stakeholders.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirement of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, The Local Government Act and the requirements of ICAC.
- Learn, promote and ensure compliance and staff engagement with Work Health and Safety policies and procedures.
- Priorities WHS in meetings, reviews and within team activities and ensure a strong safety culture in the team.
- Develop and report on WHS metrics relevant to the team with a view to continual improvement.
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team.

- Document and communicate WHS issue to the Executive Manager.

Business Performance

- Identify and implement cost savings.
- Identify and implement any possible alternative income and revenue generation.
- Identify and implement new processes, procedures or systems to improve efficiency.
- Actively participate and contribute toward the integration of core services across Council.
- Drive increased business performance through values based work.
- Form short, mi and long terms goals and plans and delegate within the team to achieve Business Unit outcomes.

Essential Criteria Educational & Experience Requirements

- Tertiary qualifications in environmental science, management or engineering (or equivalent discipline).
- Significant proven experience in a management role that oversees or is responsible for catchment management, coastal management, aquatic ecology and /or strategic environmental management.
- Extensive experience in the design and delivery of major policies, research initiatives, analysis, risk management, on ground remediation/risk management works, and budget control at a management level.
- History of delivering politically sensitive or high profile projects within financial and time constraints.

Capabilities & Knowledge

- Strong understanding of State and Federal policy frameworks and legislative requirements as they relate to catchment and coastal management.
- Experience to coordinate and respond effectively in an emergency such as coastal erosion.
- Demonstrated ability to lead and mentor a high performing team of engineers and scientists who are focused on best practice project delivery and customer service.
- Demonstrated experience in effective outcomes based communications with a range of media and with various internal and external stakeholders.
- Demonstrated problem solving, decision making, creativity and initiative skills.
- Demonstrated high level project management skills.
- Demonstrated ability to review and manage excellence in technical analysis and research
- Proven ability to role model Council values plus a demonstrated experience and commitment to EEO, WHS and ethical practice principles.

Desirable Criteria

- Knowledge and understanding of local government processes.
- Experience in building positive organisations workplace culture.

Key internal relationships

Who	Why
Leadership Teams	Work collaboratively with the Chief Executive Team and Executive Leadership Team to ensure effective buy-in to Council plans, strategies and priorities.
Executive Manager Environment & Climate Change	Provide advice and report to the EM on progress towards achievement of strategic actions. Provide expert advice and contribute to effective decision making. Identify emerging issues/risks and their implications and provide solutions across the business.
Direct Reports	Lead, direct, manage and support performance and development. Guide, coach and mentor towards more advanced work

Key external relationships

Who	Why
External Committees, community and business groups	Represent Council and inform of Council's position on matters of customer service 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.

Decision making

- The role operates with a high level of autonomy and is fully accountable for the deliver of initiatives and services on time, within budget and to meet expectation in terms of quality deliverables and outcomes.
- Accountable for implementing the decisions made by Council, The CEO, General Manager and Executive Leadership Team.
- Guided by Council endorsed strategic plans, policies, statutory guidelines and relevant legislation.
- Determine the day-to-day Business Unit priorities in line with approved budget and Council's statutory functions.
- Balancing community expectations, staffing and resources and government requirements in a politically sensitive environment.

Reports to

Executive Manager, Environment & Climate Change

Direct reports

Eight (8) as follows:

Senior Environment Officer (x5)

Environment Officer (x1)

Principal Officer (x1)

Project Manager (x1)

Estimated number of indirect reports

3

Budget (Operating and Capital Expenditure)

Up to \$5 Million

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. Details about expectations for other capabilities can be found at https://capability.lgnsw.org.au/local_government_capability_framework.pdf

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Highly Advanced
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Advanced
	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
Results Deliver Results	Highly Advanced	<ul style="list-style-type: none"> Creates a culture of achievement by setting stretch goals and high expectations for self and others Shares leadership responsibility and decision making authority, where possible Drives organisation activity in an environment of ongoing change and uncertainty Identifies and removes potential hurdles to achievement of sustainable outcomes
Workforce Leadership Manage and Develop People	Highly Advanced	<ul style="list-style-type: none"> Creates a climate in which people across the organisation want to do their best Ensures the organisation engages in effective performance management, development planning and talent identification Drives executive capability development and ensures effective succession management practices Creates a climate in which senior staff value regular feedback, continuous learning and new experiences Ensures workforce management systems, policies and practices are inclusive of all individuals Instils a sense of urgency around addressing performance problems among leaders in the organisation