

Position Description: Environmental Services Manager

Who we are

The Illawarra Local Aboriginal Land Council is the peak Aboriginal body within the region. As a statutory corporation under the New South Wales Aboriginal Land Rights Act, the Illawarra local Aboriginal Land Council seeks to develop and expand opportunities for Aboriginal people, culture and heritage within the Illawarra region through land acquisition, land management, cultural education, and sustainable development.

Position Purpose

Lead our end to end Environmental Services program from environmental solutions consulting through to regeneration and planting. Source environmental projects that suit ILALC's role and competency and prepare submissions and tender documents. Once projects have been secured, plan for the timely delivery of project milestones. Manage staff rostering, training and performance for program success.

Major Responsibilities

Tasks	Outcomes
Project Tenders <ul style="list-style-type: none"> • Prepare submissions and tender documents for Environmental projects including SWMS, quadrat data, photo points and workplans • Improve the quality of submissions and tender documents • Prepare project budgets with organisation Accountant 	<ul style="list-style-type: none"> • Prepare high quality new or pending submission for the Environmental services program
Project Management <ul style="list-style-type: none"> • Plan for the timely delivery of project milestones through staffing, resource allocation and capacity building 	<ul style="list-style-type: none"> • Transition the management of current projects • Review equipment and other resources
Growth <ul style="list-style-type: none"> • Undertake research to find environmental projects that suit ILALC's role and competency • Network with relevant Government Agencies and private businesses regarding suitable projects 	<ul style="list-style-type: none"> • Increase the amount of submissions and tenders through actively seeking out opportunities

Project Reporting <ul style="list-style-type: none"> • Prepare all appropriate reports and paperwork required by both ILALC and clients per project guidelines and requirements • Provide relevant information on project staffing and costings to Accountant for the preparation of Invoices 	<ul style="list-style-type: none"> • Project Reporting is up to date and accurate
Vegetation Management Plans <ul style="list-style-type: none"> • Develop links with property managers, developers, councils and govt agencies to market ILALC VMPs • Compile VMPs for property managers, developers, Councils and govt agencies • Ensure compliance with local, state and government regulations 	<ul style="list-style-type: none"> • Increase output of Vegetation Management Plans • Produce document to adopt culturally appropriate land management practices
Quality Improvement <ul style="list-style-type: none"> • Implement Quality Improvement as a core function of the Environmental Services program • Proactively seek and record feedback from customers, CEO and other stakeholders about areas for improvement, assess feedback and enact any required or desirable improvements 	<ul style="list-style-type: none"> • The Environmental Services program provides a high quality service to all stakeholders
Planning <ul style="list-style-type: none"> • Assist the CEO and Operations Manager with the ongoing strategic and operational planning for the Environmental Services program • Work with the Accountant to develop budgets based on the plans and forecasts 	<ul style="list-style-type: none"> • Produce Environmental Management Strategy to expand Land Management business opportunities
Networking <ul style="list-style-type: none"> • Develop and maintain good relationships with relevant stakeholders including Govt agencies, councils and businesses 	<ul style="list-style-type: none"> • Establish Land Management Contracts with Wollongong Council and 1 industry partner
Staff Management <ul style="list-style-type: none"> • Plan and manage rostering, training and performance reviews for staff (team 4 - 10 people) • Mentor and develop leadership skills in Aboriginal staff 	<ul style="list-style-type: none"> • Understand Environmental team staff capabilities and areas for development • Succession plan and talent pipelines include Aboriginal internal candidates.

Selection Criteria

Essential Criteria:

- Tertiary qualifications in a relevant Environmental field or equivalent experience
- Demonstrated skills and experience in preparing Vegetation Management Plans, monitoring reports and tender applications

- Demonstrated experience in environmental project management including staffing and resource management
- Experience undertaking ecological surveys in the vegetation communities of NSW
- Working knowledge of relevant NSW and Commonwealth environmental legislation and planning policies
- Strong interpersonal, customer service and communication skills
- Proficiency with Microsoft Office
- Willingness to complete field work as required
- Current NSW drivers' licence
- The successful applicant will be required to complete a Criminal History Check (CRC) and a Working With Children Check (WWCC) as conditions of employment

Desirable Criteria

- NSW White Card (CIC) and First Aid certificate
- Knowledge of the local Aboriginal community, culture and heritage
- Biodiversity Assessment Method (BAM) accreditation