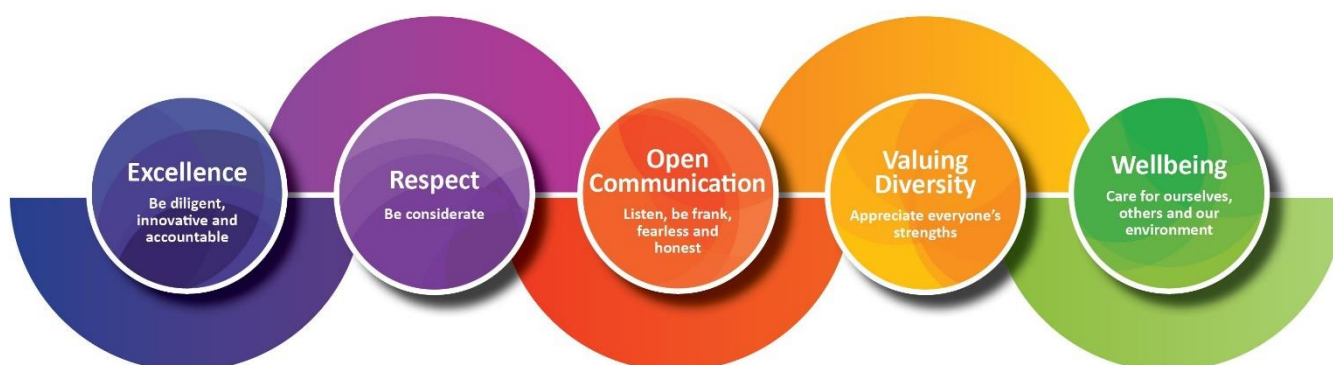


# Position Description

## Unit Manager Sustainable Organisation and Community

Reports to:	Manager Sustainable Environment		
Classification:	Band 8	Employment type:	Full time
Employment basis:	Permanent	FTE (if part time):	
End date / tenure:			
RDO eligibility:	Monthly		
Probity checks required:	Police check	COVID-19 Vaccine	Working with children check
Special conditions:	Choose an item.		
Right to Work	Employment at the City of Whittlesea is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.		
HR ref #:		Position code:	

We live our values to deliver great outcomes for our community



### Document Control

	Name	Title	Date
Prepared by:	Amanda Dodd	Manager Sustainable Environment	15/11/2021
Approved by:	Amanda Dodd	Manager Sustainable Environment	22/11/2021
Reviewed by (HR):	Michelle Montagnese	P&C Business Partner	20/01/2021

## About the City of Whittlesea

The City of Whittlesea is one of the fastest growing municipalities in Australia and, as a local government organisation, we play a pivotal role in the everyday lives of more than 220,000 community members. We are committed to upholding our obligations under the Local Government Act, which include providing high quality advice to Council, implementing Council's decisions in an efficient and effective manner, and ultimately providing our community with value-for-money, quality services that are relevant and meet our community needs. Our vision is to make Whittlesea 2040: A Place for All.

We offer meaningful and challenging work in an environment of continuous change and improvement. At the promoting our values, we shape an effective organisational culture and build trust with employees, partners, stakeholders and the community. The City of Whittlesea is an equal opportunity employer and committed to attracting and retaining a diverse workforce that reflects our municipality.

To learn more, please visit our website at [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au).

## Position purpose

The Unit Manager Sustainable Organisation and Community is responsible for leading a high performing team that supports the community and the organisation to support clean and sustainable living and become climate ready.

The position works alongside the sustainable environment leadership team and the unit to ensure the delivery of corporate strategy, policy and programs relating to environmental sustainability. This includes working alongside diverse departments and teams to achieve Council-wide sustainability outcomes through all services and activities.

The Sustainable Organisation and Community Unit delivers highly effective education and community development services to support the work of the entire Sustainable Environment Department. The educational functions of the team cover a wide range of topics, including sustainability, biodiversity, Landcare, energy conservation, sustainable energy generation, water, waste and resource recovery.

The Unit Manager Sustainable Organisation and Community builds and maintains professional relationships with a range of relevant internal and external stakeholders, networks, educational institutions, interest groups and the broader community.

## Team structure

Number of direct reports:	7	
Positions reporting directly to this position:	<ul style="list-style-type: none"><li>• 2 x Sustainable Organisation Officer</li><li>• Environmental Education Officer (Waste)</li><li>• Environmental Education Officer (Energy Upgrades)</li></ul>	<ul style="list-style-type: none"><li>• Environmental Education Officer (Conservation and Biodiversity)</li><li>• Environmental Education Officer (Sustainability)</li><li>• Landcare Officer</li></ul>

## Key relationships & interactions

Internal	External
<ul style="list-style-type: none"><li>• Executive and Corporate Leadership Teams</li><li>• Council and Administrators</li><li>• Sustainable Environment Department</li><li>• Other department and staff</li></ul>	<ul style="list-style-type: none"><li>• Government Departments and Agencies</li><li>• Statutory Authorities</li><li>• Contractors</li><li>• Suppliers</li><li>• Community members and groups</li><li>• Industry stakeholders</li><li>• Professional consultants and advisors</li><li>• Professional networks and working groups</li></ul>

	<ul style="list-style-type: none"> <li>• Other businesses, statutory organisations, and individuals as required</li> <li>• Other relevant organisations</li> </ul>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Key accountabilities

1. Staff management, supervision, development and leadership for the Sustainable Organisation and Community Unit.
2. Development, implementation and evaluation of policy, strategy, plans, programs and projects relating to environmental sustainability.
3. Prepare and monitor annual budget for the unit and initiate corrective action when necessary. Attract external funding which supports community and organisational sustainability outcomes.
4. Engage with Council staff on matters of corporate and environmental sustainability to raise awareness and promote organisational action and continuous improvement.
5. Establish and coordinate programs for environmental education and behaviour change across the municipality which assist all service unit with the department.
6. Liaise and develop cooperative working relationships with stakeholders to facilitate effective delivery of services, implementation of Council's strategic directions and promote Council's position, projects and activities.
7. Actively participate in networking meetings, industry workshops and training to maintain and share learnings with Council and the community (which may be held outside of standard business hours).
8. Read, understand, comply with and uphold the City of Whittlesea values and the Code of Conduct, which are subject to change from time to time.
9. Read, understand, comply with and uphold all relevant policies, procedures, regulations and guidelines, which are subject to change from time to time.
10. Other duties as required and / or directed.

### Selection criteria

#### Qualifications and / or licences

1.	Tertiary qualifications in Environmental Management, Environmental Sustainability, Communications, Education or Business or relevant discipline required, combined with substantial relevant experience.	Essential
----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

## Experience and knowledge

2.	Demonstrated expertise and experience in environmental sustainability policy, strategy and plan development, implementation and evaluation	Essential
3.	Proven leadership experience, with a demonstrated ability to supervise, train and develop staff to deliver high quality outcomes consistent with organisational goals	Essential
4.	Successful record of project management skills with ability to plan, coordinate, prioritise, manage and complete a broad range of projects, programs and tasks on time and within budget	Essential
5.	Proven ability to formulate, implement and communicate environmental behaviour change programs and monitor and evaluate their success.	Essential
6.	Capacity to prepare high level written reports and documentation for senior management.	Essential

## Core capabilities

For further details, see City of Whittlesea Capability Framework at [whittlesea.vic.gov.au/about-us/careers-at-council](http://whittlesea.vic.gov.au/about-us/careers-at-council).

7.	STRATEGIC THINKING Promote, translate and communicate council's vision and goals, and contribute strategically to their realisation.	Advanced
8.	THINK & SOLVE PROBLEMS Think, analyse and consider the broader context to develop practical solutions.	Adept
9.	DELIVER RESULTS Achieve results through efficient use of resources and delivery on agreed business outcomes.	Adept
10.	LEAD & MANAGE CHANGE Initiate, support and champion change, assist others to accept and engage with change	Adept
11.	DISPLAY RESILIENCE & ADAPTABILITY Express own views, persevere through challenges, and be flexible and willing to change.	Adept
12.	WORK COLLABORATIVELY Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.	Adept
13.	POLITICAL & COMMERCIAL ACUMEN Read changes in community trends and expectations to deliver value	Adept
14.	MANAGE & DEVELOP PEOPLE Engage, empower and motivate staff, develop capability and potential in others	Advanced

## Other skills and personal attributes List

15.	Refer to experience and knowledge from Selection Criteria	
-----	-----------------------------------------------------------	--

## Additional classification information

### Accountability and Extent of Authority

- Works under general supervision.
- Work is governed by a combination of broad goals or objectives, organisational strategy, policies, budgets, legislation and regulations, and is subject to periodic review.

- Decisions, actions and quality of output may have substantial effects on the relevant work unit, on the public perception of the wider organisation, and on the community (or sections of it).
- Responsible for planning and / or coordinating appropriate development for the team.
- Responsible for managing resources, including other employees.

### Judgment and Decision Making

- Objectives of the work are often broadly defined.
- Methods, procedures and processes to complete the work are less well defined and employees are expected to contribute to their development and adaptation.
- Problem solving is a key component of the role and involves the application of established techniques to new situations, and the need to recognise when the established techniques are not appropriate, and adapt or develop new techniques accordingly.
- Guidance is not always available within the organisation.

### Specialist Knowledge and Skills

1. Proven ability to formulate, implement and communicate environmental strategies, policies and programs
2. Capacity to prepare high level written reports and documentation for senior management.
3. Highly effective liaison, negotiation and project management skills, with the ability to coordinate a diverse range of projects, timelines and staff resources.
4. Current working knowledge of relevant Federal and State government legislation, regulations and policies, particularly relating to the climate change, biodiversity, integrated water management, sustainability and circular economy.
5. High capacity to negotiate and influence outcomes, with ability to advocate, challenge and engage stakeholders to deliver improved sustainable outcomes.
6. Ability to establish effective community focused environmental education and behaviour change programs and evaluate their effectiveness.

### Management Skills

- Requires skills in managing time, setting priorities and planning and organising one's own work, and that of other employees.
- Required to understand and implement a range of personnel practices and policies, which may include awards, EEO policy, health and safety policy, recruitment and selection procedures and techniques, position descriptions and employee development schemes.
- Requires the management skills to achieve objectives and goals for a team or unit, taking account of organisational and external constraints and opportunities.
- Required to contribute to the development and implementation of long term staffing strategies for roles under their supervision.

### Interpersonal Skills

- Requires strong oral communication skills.
- Requires strong communication skills to write detailed and non-standard reports and correspondence, and the comprehension skills to interpret, proof-read and review detailed reports and written material of others.

- Requires the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations.
- Must be able to liaise effectively with their counterparts in other organisations to discuss and resolve specialist problems, and with other employees within their own organisation to resolve intra-organisational problems.
- Must be able to lead, motivate and develop other employees.

### Qualifications and Experience

- Tertiary qualifications in Environmental Management, Environmental Sustainability, Communications, Education or Business or relevant discipline required, combined with substantial relevant experience.

### Physical elements and requirements

Please refer to the provided Job Task Analysis document for detailed information about the physical elements and requirements of this position.

#### Work environment

Indoor	Frequently (46-100%)	Outdoor	Rarely (0-15%)
High temperatures	Rarely (0-15%)	Low temperatures	Rarely (0-15%)
Loud noises	Rarely (0-15%)	Fumes	Rarely (0-15%)
Working with animals / wildlife		Rarely (0-15%)	

#### Physical demands

Standing	Frequently (46-100%)	Working at heights	Rarely (0-15%)	Repetitive hand work	Occasionally (16-45%)
Sitting	Frequently (46-100%)	Walking	Rarely (0-15%)	Heavy lifting(>15kg)	Rarely (0-15%)
Driving	Rarely (0-15%)	Bending	Rarely (0-15%)		

#### Use of Office Equipment

Telephone	Frequently (46-100%)	Printer / photocopier	Rarely (0-15%)
Laptop / Desktop	Frequently (46-100%)	Telephone headset	Frequently (46-100%)

### Declaration

The City of Whittlesea acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity. For some physical or outdoor positions, an additional functional capacity examination may be required.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 ("the Act") to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or making a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with the City of Whittlesea does not entitle you to compensation under the Act.

***I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.***

**Name:**

**Signature:**

**Date:**