

POSITION DESCRIPTION

TITLE:	Executive Manager Environment & Waste Services	Position Number	4019
Classification:	Executive Manager		
Hub:	Innovation	Program Area:	Environment and Waste Services
Reports to:	General Manager Innovation		
Direct Reports:	Manager Waste Services, Senior Coordinator Waste Services and Environment, Senior Climate Change & Environment Officer, Executive Assistant		

OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

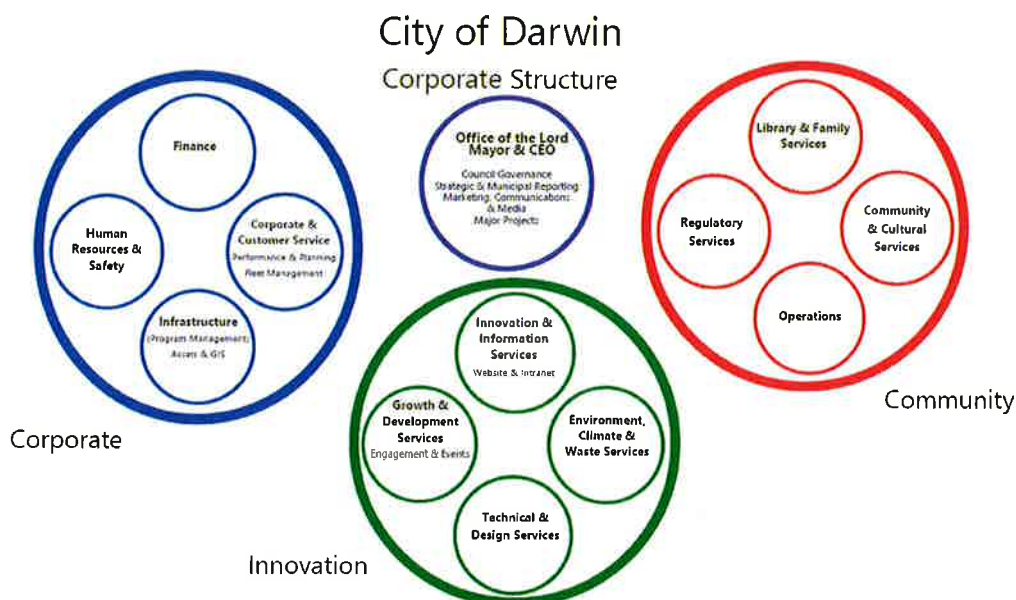
OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, liveable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



POSITION OBJECTIVE:

This role is responsible for providing executive leadership across the environment and waste services program area, its deliverable and the associated teams. The position is required to provide high-level advice to other internal business units to ensure high-performance delivery of City of Darwin's environmental management, climate change, biodiversity, waste services management and corporate and community sustainability.

As a member of the Executive Leadership Team (ELT), this position contributes to the development and implementation of the Strategic Directions within City of Darwin, policies and procedures and ensures organisational effectiveness and compliance.

KEY RESULT AREAS:

CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES
Customer Service, Accountability, Respect, Excellence and Solidarity
- Act in accordance with and abide by the City of Darwin's Code of Conduct



SERVICE DELIVERY

Leadership / Management

- Foster an environment and organisational culture which encourages and enables change, innovation and improvement to deliver CoD Strategic directions, community expectations and staff performance and satisfaction
- Provide specialist professional and technical expertise, advice and support to the CEO, General Managers and other stakeholders in relation to statutory obligations and governing instruments oversight, management and compliance.
- As a member of the Executive Leadership Team (ELT), actively participate in ELT meetings and associated requirements of this executive level function.
- Provide timely financial monitoring, analysis and recommendations in alignment with strategy, programs and related program budgets
- Monitor internal and external environments to identify potential risks and opportunities.
- Monitor and report on the performance of all areas of responsibility against agreed plans and objectives and budgetary requirements
- Assist with the preparation of municipal and annual business plans and progress reports regarding key priorities within the Environment and Waste Services Program.

Customers / Stakeholders

- Prepare for and attend meetings of Council, Committees and other meetings as required by the General Manager/CEO.
- Ensure prompt and effective implementation of the Council decisions and ensure that all reports are well researched and structured and are provided in a timely and accurate manner.
- Establish and maintain links with appropriate stakeholders relevant to the activities of the program area.
- As the lead subject matter expert, provide key stakeholders with the information and advice necessary on environment and climate change to ensure informed decisions are made to develop municipal plans and planned development and works.

Compliance

- Ensure and maintain legislative compliance for CoD across all program areas including but not limited to, Local Government Act and Regulations, NT Environment Protection Authority (EPA) and all other relevant guidance and legislation
- Develop, implement and maintain appropriate policies and procedures to effectively manage program areas to ensure compliance with legislative and other operating requirements
- Actively support internal and external auditing programs



Operations

Waste Services

- Oversee and deliver future capability, planning and compliance at the Shoal Bay Waste Management Facility (SBWMF).
- Provide direction and oversight to the Waste Services team to ensure all legislative obligations are met and community commitments made are delivered.
- Ensure the Waste and Resource Recovery Strategy actions are delivered
- Provide oversight and hands on support when required to support the operational waste management activities, including kerbside waste collection, landfill operations, recycling facility operations and waste management education are completed in accordance with compliance requirements.
- Maintain and update plans for future development of the landfill facility including new cell construction, alternative waste processing options and site rehabilitation.
- Monitor compliance with the Environmental Protection Licence for the landfill facility and undertake any necessary reporting associated with the licence conditions.
- Review and enhance processes and systems facilitating revenue and SBWMF operating data and reporting.
- Oversight and management of contracted services

Environment and Climate Change

- Manage the Environment and Climate team to ensure all commitments made to the community are delivered in accordance with City of Darwin's Strategic Directions and adopted strategies of Council
- Provide expert advice and foresight into the strategic approach to a sustainable environment for City of Darwin
- Lead and support the team in advising and educating community groups, industry, and all levels of government on environmental matters, environmental responsibilities, and implementation of relevant legislation
- Undertake appropriate research on policies, practices and procedures relating to climate change, environmental management and ecological sustainability and ensure that City of Darwin's response is appropriate, relevant and sustainable.

PEOPLE AND CAPABILITY

- Maintain a performance-based culture ensuring probation reviews and performance reviews are completed as due and poor performance is managed in accordance with the stipulated guidelines for all direct reports.
- Lead by example and maintain program compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times.
- Lead, coordinate and manage HR activities for your team to ensure an effective and standardised approach to recruitment, onboarding, payroll, training and performance management.
- Effectively manage employee relations issues within your section and seek advice from the Human Resources team as needed.
- Ensure that the accountabilities of staff are clearly defined and appropriately communicated and that systems are in place to monitor and report on performance within all areas of responsibility against agreed plans, objectives and budgetary requirements.

WORKPLACE HEALTH AND SAFETY


- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements
- Lead and foster a "safety-first culture" approach to WHS practices, management, monitoring and reporting in the workplace.



POSITION PREREQUISITES

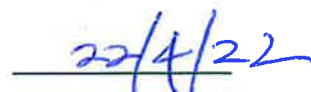
- Relevant Degree in Environmental Science or related discipline.
- Minimum seven (7) years' experience in a field with astringent regulatory requirements, preferably waste or related services
- Minimum five (5) years at a Senior Management level
- National Criminal History Check
- Drivers Licence

APPROVED BY: _____



Acting General Manager Innovation

Date: _____



Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date: _____



Essential experience, skills, and qualifications:

- Meets the position prerequisites
- Demonstrated experience in the delivery of strategic and operational environmental and/or waste management projects and programs
- Highly developed communication, consultation and negotiation skills to enable interaction with a wide variety of key stakeholders
- Ability to prepare and present complex reports and submissions to Council, government, industry and the community
- Proven capacity to translate complex information to non- technical users.
- Proven capability in developing effective and fiscally sound business planning processes, as well as a demonstrated ability in developing, monitoring and achieving performance objectives.

- **Desirable experience, skills, and qualifications:**
- Membership of a professional body such as the Waste Management Association of Australia or other relevant professional bodies
- Post Graduate qualifications in a relevant field



