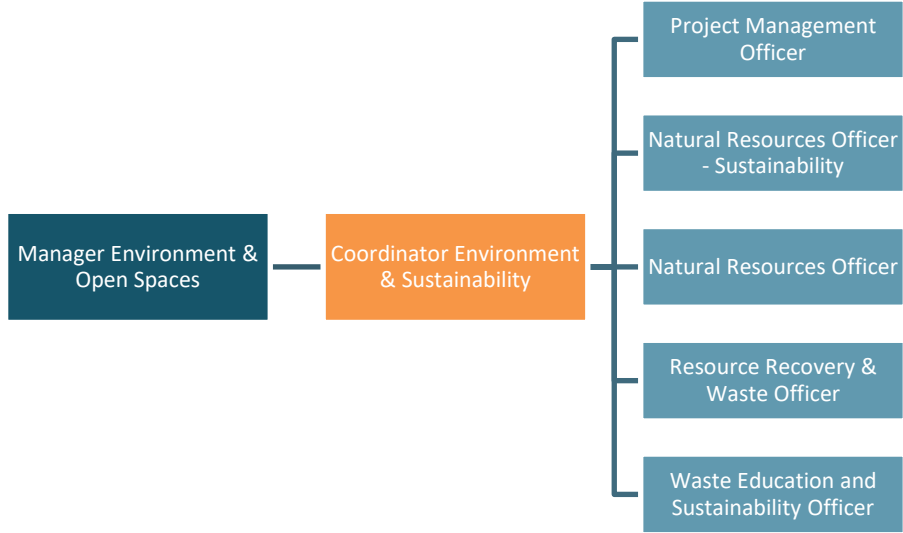


COORDINATOR ENVIRONMENT AND SUSTAINABILITY

Position No.	1084
Classification	Band 7, Permanent Full Time (76hr per fortnight 1.00 FTE)
Directorate	Infrastructure and Environment
Department	Environment and Open Spaces
Division	Environment & Sustainability (inc. Waste Management)
Team	Project Management Officer, Natural Resources Officer - Sustainability, Natural Resources Officer, Resource Recovery & Waste Officer, Waste Education and Sustainability Officer
Department Context	<p>The Environment & Open Spaces department is responsible for the safe and ethical management of Golden Plains Shire Council's environment strategy, town maintenance planning including water, amenity, emissions and natural resources, as well as the delivery of sustainable waste management programs.</p>  <pre> graph LR A[Manager Environment & Open Spaces] --- B[Coordinator Environment & Sustainability] B --- C[Project Management Officer] B --- D[Natural Resources Officer - Sustainability] B --- E[Natural Resources Officer] B --- F[Resource Recovery & Waste Officer] B --- G[Waste Education and Sustainability Officer] </pre>
Position Purpose	<p>The Coordinator Environment and Sustainability provides leadership and coordinates the activities and functions of the Environment and Sustainability team. Position objectives will be achieved by:</p> <ul style="list-style-type: none"> • Development and implementation of programs and strategies which pursue Golden Plains Shire's objectives for Natural Resource Management, Sustainability, Waste Management. • Coordination of partnerships, programs and the position of Council to respond to the climate emergency and create a more environmentally healthy and sustainable Shire.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride

We know that our work is important, and we take pride in doing the best job we can

Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Leadership

- Manage the day to day operations of the Environment and Sustainability team.
- Lead Environment and Sustainability team in special projects.
- Coordinate the review and implementation Council's Environment Strategy, Waste and Resource Recovery Strategy and Climate Emergency Plan.
- Co-ordinate the development and implementation of Council's Climate Adaptation and Mitigation initiatives.
- Implement mandated waste management / services changes in collaboration with other Councils and authorities

Advocacy

- Develop and maintain sound working relationships with management, Councillors, Council employees, personnel from government departments and agencies, ratepayers, community groups, Landcare groups, environment groups, and other Councils.
- Represent Council in the Barwon and Central Highlands Integrated Water Management forums
- Represent Council in the Barwon South West Climate Alliance
- Contribute to wider discussion between local councils on municipal government issues
- Other duties within the scope of the employee's skills, competence and training as directed.

Financial Management & Administration

- Coordinate the implementation of Councils policies and programs.
- Prepare reports for Council in the areas of natural resources, sustainability, climate change and waste management.
- Develop budgets, implement and monitor expenditure related to the functions of the unit
- Develop community information and education materials in relation to waste management, natural resource management, climate change and waste management

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.

- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Adept
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Adept
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Adept
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Adept

Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Adept

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	The Coordinator Environment and Sustainability provides advice to clients and participates in the development of policy relating to environment and waste management services.
Judgement and Decision Making	<p>Freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.</p> <p>Freedom to act is limited to decisions in accordance with established policies and operational procedures for the Unit. Actions requiring decisions outside of policies and operational procedures are referred to the Unit Manager.</p>
Specialist Skills & Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of natural resource management, climate change, waste management, Integrated Water Management and related legislation impacting the municipality. • Ability to analyse, balance competing interests and make informed decisions based upon previous experience and professional knowledge. • Ability to use a range of negotiation, facilitation and dispute resolution skills. • Excellent oral and written communication skills. • Knowledge of financial and budgeting procedures.
Management Skills	<ul style="list-style-type: none"> • Ability to plan, organise, set priorities and manage time at an individual and team level, in order to complete tasks and achieve targets within demanding timeframes • Ability to co-ordinate, monitor and report on multiple projects • Ability to predict and manage issues • Ability to manage change and be innovative

	<ul style="list-style-type: none"> • Monitor staff development and work programs ensuring that they understand legislative frameworks and Council’s planning policy • Understanding of personnel policies and practices including recruitment, induction, coaching, training and performance appraisal of team members • Ability to supervise, lead, motivate, coach, support and counsel team members
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to gain co-operation from and work cooperatively with other employees and the general public. • Ability to communicate effectively with members of the public, Government agencies, team members, Councillors and other Council employees • Ability to build a network with counterparts in other organisations to discuss and resolve specialist problems • Ability to lead and motivate others • Ability to negotiate, influence and resolve conflict • Ability to provide timely customer service for Environment and Sustainability related issues • Ability to prepare clear and concise reports for management and Council • Excellent oral and written communication skills.
Qualifications & Experience	<ul style="list-style-type: none"> • A tertiary qualification in natural resource management environmental science or related discipline. • Substantial relevant experience in one or more of the following areas; natural resource management, sustainability and waste management. • Experience in a leadership/management role including the ability to motivate others and to work in a team.

KEY SELECTION CRITERIA

1. Ability to accurately interpret relevant legislation, regulations, Government and Council policies
2. Experience in development and implementation of environmental sustainability policies and projects
3. Significant knowledge of waste management policies and Council delivered waste and recycling services
4. Ability to liaise with staff, Council, consultants, Courts and tribunals/panels on specialist matters
5. Experience in managing a diverse, customer responsive team
6. Experience in the leadership and management of project teams
7. Excellent analytical, organisational, problem solving and presentation skills

Other Requirements

- Tasks within this role may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Completion of a pre-employment Disclosure of Pre-existing Condition form.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check and Working with Children’s Check (IF REQUIRED).

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Council) are required of the preferred candidate.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department): Director Infrastructure and Environment

Reviewed By (P&C): Business Partner Talent Management

Date: September 2022

Employee Acceptance:

(Name and signature)

Date:

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.