



Group Manager Environment and Regulatory Services



Division	Community, Planning & Environment
Group	Environment and Regulatory Services
Section	Environment and Regulatory Services
Reports to	Director Community, Planning & Environment
Direct reports	3
Grade	L

Position Purpose

To provide strategic leadership, direction and operational management of the Environment and Regulatory Services Group to ensure the effective delivery of environment and sustainability, environmental health and compliance, and ranger and animal services.

This position is a member of the Senior Leadership team of the Community, Planning and Environment Division. Significant relationships are with the General Manager, Directors, Senior Leadership Team peers and staff.

Core Functions

- Provide strategic leadership and oversight of Council's environment and regulatory services, including environment and sustainability; coast, estuary and natural resource management; environmental planning, projects, biosecurity and bushfire mitigation; environmental health, on-site sewerage management, development, building and fire safety compliance; and ranger and animal services.
- Lead the protection and sustainable management of the region's natural environment, including biodiversity, bushland, coast, estuaries and waterways, and embed sustainability and resilience in Council decision-making.
- Ensure environmental health, on-site sewerage management and building regulation services protect public health, safety and local amenity through timely, professional and risk-based regulation.
- Lead lawful, consistent and proportionate compliance and enforcement services that support responsible development, community safety and confidence in Council's regulatory decisions.
- Lead ranger and animal management services, including animal shelter and impounding operations, to support responsible animal ownership, community safety and local amenity.
- Oversee the management of complex and high-risk environmental, public health, building and regulatory matters, including investigations, enforcement activities and legal proceedings.
- Support the preparation and presentation of evidence, affidavits and legal briefs for regulatory actions, working collaboratively with the Legal and Property Services team where required to ensure compliance with legislative and organisational requirements.
- Attend and represent Council in hearings and forums, Council and Committee meetings as required, providing reports, briefings and expert advice to Councillors on environmental and regulatory matters, including strategic priorities, emerging issues, legislative changes and material risks.
- Any other related duties as directed, within the skills and the scope of the role.

Management functions

- Model Council's organisational values and expected behaviours at all times setting a strong example for the Group and the rest of Council.
- Lead and manage the strategic policy direction, planning and implementation of the Group's functions providing input into and ensuring the Group delivers on the Community Strategic Plan, Delivery Program and Operational Plan.
- Lead the development, implementation and review of strategies, policies, plans and frameworks that support organisational objectives and the effective delivery of Group functions.
- Promote continuous improvement and innovation within the Group including driving system and process improvements to enhance service delivery, customer experience, operational efficiency and organisational performance.
- Lead and champion organisational change initiatives, fostering adaptability, resilience and innovation while supporting employees through change.
- Develop and monitor Group budgets and other resources including oversight of expenditure to ensure to ensure sustainable management of resources
- Ensure all Group functions are carried out in accordance with relevant legislation, regulations and Council policies and procedures.
- Review team and individual performance, addressing any concerns in a timely manner.
- Develop, mentor, coach and empower staff to build a high performance team culture.
- Ensure teams receive communications and are actively engaged in training and initiatives.
- Drive organisational and community outcomes through the planning, prioritisation and delivery of high-quality services, projects, programs and initiatives within the Group's area of responsibility.
- Provide strategic, evidence-based and professional advice to the Director, Executive Leadership Team on matters affecting the Group, including opportunities, risks, emerging issues and performance outcomes.
- Develop and maintain productive relationships with employees, government agencies, industry bodies, community organisations, customers and other stakeholders to achieve strategic and operational outcomes.
- Represent Council in regional, state and industry forums, partnerships, community engagements and external networks, promoting Council's interests and strengthening strategic relationships.

Essential requirements

- Relevant Degree level qualifications in Environmental Management, Environmental Science or Environmental Health or an equivalent combination of skills and experience.
- Demonstrated experience in a senior leadership role including managing, coaching and developing teams.
- Highly developed oral, written, and interpersonal communication skills, with demonstrated stakeholder engagement and community consultation experience.
- Experience in driving continuous improvement and innovation to enhance service delivery.
- Proven ability to deliver customer-focused services, assess complex issues, and support evidence-based decision-making, integrating sustainability and resilience considerations into planning and operations.

Key challenges

- Balancing environmental regulatory responsibilities with community outcomes while ensuring services remain aligned with Council's strategic objectives and public value.
 - Managing competing stakeholder expectations, including those of Councillors, community members, government agencies, customers, industry representatives and business partners.
 - Responding effectively to complex and emerging environmental, public health, regulatory compliance, ranger and animal management issues within a highly regulated local government environment.
 - Managing complex environmental and regulatory risks, legal proceedings and compliance obligations while maintaining strong governance, procedural fairness and probity standards.
 - Delivering sustainable environmental and regulatory outcomes while responding to legislative change, population growth, development pressures and the evolving needs of the community.
-

Our values

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

We value

People

We respect all our people in their diversity, keep them safe and empower them to achieve their potential.

To live this value we:

- Seek to understand one another and our differences.
- Work in a safe manner and prioritise the safety of others.
- Support others when they need help or encouragement.
- Recognise the contributions and achievements of others.

Service to our community

We take pride in our meaningful work – serving all who live and work in and visit our community.

To live this value we:

- Put the community at the centre of everything we do.
- Treat everyone with the utmost respect.
- Act with patience and understanding.
- Are purposeful in building a better community.

Excellence

We have high standards and work with diligence and integrity, mindful of the impact of our actions.

To live this value we:

- Work and lead by example.
- Take responsibility for the quality of our work.
- Follow the law, rules, policies, guidelines, and the Code of Conduct.
- Constantly improve us, our work and our community.

Respectful and open communication

We engage with everyone thoughtfully and honestly.

To live this value we:

- Are truthful in all our interactions.
- Consider how our communication might affect others.
- Share information that might be useful or important to others.
- Listen to others with an open mind and ask questions when we don't understand

Working together as one

We collaborate and work together in our teams and across teams – united and connected.

To live this value we:

- Support our colleagues to help them succeed.
- Contribute to the success of our team.
- Collaborate with other teams and with stakeholders to achieve the best results.
- Support the organisation to achieve its goals.

Corporate responsibilities

Risk



- Actively identify and manage risks to support the safety of yourself and others, and safeguard Council's assets, reputation, and operations.
- Promptly report any new risks, incidents, or concerns to your manager.
- Conduct risk assessments diligently and responsibly, following Council's policies and procedures.

Conduct



- Comply with Council's code of conduct, policies and procedures
- Undertake duties within allocated delegations.
- Identify and report any potential discriminatory or inappropriate behaviours.
- Attend and actively participate in training programs.
- Work collaboratively fostering a positive workplace culture.
- Promote and support an inclusive workplace culture that values diversity and embraces the principles of equal opportunity.
- Make decisions in compliance with Council's policies and procedures and within delegations related to governance, people, procurement and financial management.
- Ensure team members comply with Council's code of conduct, policies and procedures.

Health, safety & wellbeing



- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect or risk the health and safety of other workers.
- Comply, so far as reasonably able, with any reasonable instruction given to allow compliance with WHS legislation.
- Understand and comply with policies and procedures relating to health and safety in the workplace.
- Immediately report all safety incidents and enter them into the Safety Reporting System.
- Induct new workers on safety policies and procedures relevant to the role and site.
- Provide leadership in all areas of safety and demonstrate due diligence.
- Acquire and keep current knowledge of work health and safety requirements and the nature of our operations and associated hazards and risks.
- Verify safety actions have been effectively implemented.

Capability framework



Workforce Leadership

Manage and develop people

Engage and motivate staff, develop capability and potential in others

Inspire direction and purpose

Communicate organisation goals, priorities and vision, and recognise achievements

Optimise workforce contribution

Hire and deploy people effectively, and apply sound workforce planning principles

Lead and manage change

Initiate, support and champion change assist others to accept and engage with change



Relationships

Communicate & engage

Communicate clearly and respectfully, listen, and encourage input from others

Community & customer focus

Commit to delivering customer and community focused services in line with strategic objectives

Work collaboratively

Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity

Influence and negotiate

Persuade and gain commitment from others, and resolve issues and conflicts

Document endorsement

People, Safety & Performance
HR Account Manager

Name
Lauren Mudie

Date
04/08/2026

Acting Director
Community, Planning & Environment

Name
Duncan Coulton

Date
04/08/2026

General Manager
Port Macquarie Hastings Council

Name
Robert Fish

Date
07/08/2026

I have read and understand the contents of the position description and acknowledge that this is intended to be a general description only which may evolve and change over time in response to changing strategic and operational requirements.

I will comply with all responsibilities and behaviours and undertake the core functions of the role as described noting that this is not intended to be interpreted as an all-inclusive list of the position tasks.

Employee name

Employee signature

Date