



Position Description

Manager Sustainability & Environment

Overview of the Organisation

Located in the centre of Gippsland, Latrobe City is a diverse and evolving regional city in Eastern Victoria with a population of over 78,000.

Latrobe City Council provides a wide range of high-quality services and facilities to our community including libraries, maternal and child health services, early learning and childcare centres, depots, leisure facilities and creative venues located across the four major towns of Moe, Morwell, Traralgon and Churchill and surrounding townships.

Delivering initiatives and outcomes that support our economy, the sustainability of the city, inclusive health and wellbeing planning and services, and good governance and service planning are pillars of our strategic direction.

Our Values



Innovative

We make changes to add value



Collaborative

We are connected and supported



Accountable

We take responsibility



Trustworthy

We respect, and value relationships

Success at Latrobe City Council

We understand that our people are our most important asset. We are committed to attracting and retaining the very best to support our Council Plan and Community Vision of a vibrant, thriving, healthy, connected and welcoming regional community where everyone feels safe and involved.

We are dedicated to fostering a workplace culture where our people:

- Feel engaged, empowered and valued in the work they do.
- Learn, grow and are supported to achieve their goals.
- Live our values of Accountability, Trust, Collaboration and Innovation.

Commitment to Child Safety

Latrobe City Council has zero tolerance towards child abuse of any form and is committed to creating and maintaining a child safe organisation where all children and young people are valued and protected from abuse, harm and neglect. Council employees, contractors and volunteers are responsible for creating an environment where children and young people feel empowered, respected and included.

Diversity and Inclusion

Latrobe City Council is committed to creating and maintaining a workforce where diversity and inclusion practices are embedded. Council values the diverse life experiences and perspectives of our people regardless of age, gender, ethnicity, religion, cultural background, disability, or sexuality.

Manager Sustainability and Environment

Division	Infrastructure and Sustainability		
Department	Sustainability and Environment		
Position Number	100091	Classification	Senior Officer

Organisational Relationship

Reports to	General Manager Infrastructure and Sustainability
Supervises	Coordinator Emergency Management Coordinator Environment Coordinator Landfill Services Coordinator Sustainability Administration and Customer Service Officer
External relationships	Contractors, agency staff, external organisations, consultants

Mandatory Requirements

- A current Police Records Check
- A current Working with Children Check
- A current Victorian Drivers Licence

Position Objectives

The Manager Sustainability and Environment is responsible for leading the Sustainability and Environment functions to ensure the organisation objectives will be achieved through strong leadership, clear direction, excellent people management skills and appropriate technical expertise, which will combine to deliver the required outcomes of the Department.

Specifically, the Manager Sustainability and Environment will lead and manage the department in delivering the following services:

- Emergency Management
- Environment
- Landfill Services
- Sustainability

Key Responsibility Areas

A	Accountability and Extent of Authority
	<ul style="list-style-type: none">• Develop and deliver long term strategies within the areas of responsibility.• Develop, implement and achieve key performance indicators and service measures within the corporate plan and business plans to achieve Council objectives.• Design, develop, implement and report on business and project management plans and manage projects on time and on budget.

	<ul style="list-style-type: none"> • Provide highly effective leadership, management and coordination of Latrobe City Council's Sustainability and Environment objectives. • Work independently, with limited oversight and direction to deliver upon the business plan activities, and new organisational priorities and directives. • Deliver quality, effective, on time and within budget programs and projects. • Freedom to act is substantial but limited by agreement with the General Manager Investment and Growth to the areas nominated by legislation, Council policies and corporate goals. • Contribute to the corporate knowledge base through documented processes and procedures and management of information, expertise and learning. • Ensure compliance with organisational Policies and Procedures including Council's Code of Conduct and Child Safe Code of Conduct.
B	Judgement and Decision Making <ul style="list-style-type: none"> • Solve complex problems in a demanding operating environment and contribute to policy development for the division and Council. • Understand and make sound decisions on complex and technical matters relating to Sustainability and Environment in an environment where guidance will not always be available. • Provide high quality written recommendations, advice and reports on Sustainability and Environment matters in a timely manner to the CEO, General Manager and Executive Team with limited oversight. • Provide high quality and accurate advice on complex and technical matters to the General Manager, Executive Team, other managers, staff and other authorities, on relevant Sustainability and Environment issues, policies and practices. • Exercise sound decision making while under pressure on all Sustainability and Environment matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards. • Make appropriate decisions that may be outside established processes.
C	Specialist Skills and Knowledge <ul style="list-style-type: none"> • Specialist skills and experience in at least two of the four areas below, including a record of proven high performance and professional knowledge in managing teams offering these services. • The Manager Sustainability and Environment must also demonstrate the ability to quickly develop the requisite expertise to perform the entire role to a high standard. <ul style="list-style-type: none"> • Emergency Management • Environment • Landfill Services • Sustainability • Lead the strategic direction of the organisation to align and be consistent with the Community Vision, the Council Plan and the Municipal Public Health and Wellbeing Plans. • Utilise sound financial management practices to maximise capital and operational deliverables while staying within budget.

	<ul style="list-style-type: none"> • Monitor and report regularly on financial and business plan performance and ensure full statutory, regulatory and policy compliance in all areas of responsibility. • Prepare reports and statistical data on team activities for the information of the Executive Team, Council, community and relevant Government Departments. • Make a professional contribution to the broader industry through conferences, membership and/or papers.
D	Management Skills <ul style="list-style-type: none"> • Excellent management skills in managing time, priorities, budget, and achieving targets in the successful delivery of a diverse range of Sustainability and Environment services and activities. • Lead with integrity and be a role model to others in living the organisational values. • Outstanding leadership skills, including the ability to recruit, build and lead a high performing team, and to support the aspirations of the Executive Team and Council. • Ability to identify commercial opportunities and development implement strategies to achieve objectives and goals. • The ability to deliver excellent outcomes in a challenging and changing environment for key stakeholders. • The ability to develop trusting and supportive relationships with the Executive Team, Councillors, Managers and Coordinators, and across the organisation. • Ensure all plans and reports required to be produced for and by Council are provided within identified timeframes and are of suitable quality and attend Council meetings as required. Ensure all Council decisions are executed promptly and effectively. • Excellence in managing others, including skilled and tertiary qualified personnel, to deliver optimal outcomes and create a successful environment. • Highly developed skills in management including analytical and investigative skills, financial management and the use of performance data to drive innovation and process improvement. • Ability to manage a complete program budget and effective resource management. • Create agility within the business to respond and adapt to changes within the business environment. • Manage safety in the workplace in accordance with statutory, organisational and OH&S requirements. • Identify, understand and manage business risks to reduce disruption and maintain business continuity.
E	Interpersonal Skills <ul style="list-style-type: none"> • Ability to guide and influence others and to lead, motivate and develop staff. • Excellent negotiation skills, including the ability to negotiate appropriate solutions to complex problems. • Ability to resolve issues and solve problems at a strategic and organisational level. • Excellent written skills, including the ability to produce submissions, strategies, policies, reports, and publications on complex matters for high level audiences. • Demonstrated commitment to a team approach.

	<ul style="list-style-type: none"> • High quality leadership skills, including the ability to develop trust and rapport with both the Executive and broader staff. • Build relationships with stakeholders to advocate effectively on behalf of the organisation, the community and Latrobe City • Proactively grow understanding of the political environment and provide respect for others' roles with a commitment to democratic governance. • Maintain professional skills and knowledge through education, establishing networks, qualifications and memberships. • Initiate the education of others through the development of either formal training programs or through informal means such as mentoring and advising. • Ability to delegate responsibly. • Ability to initiate, implement and manage positive change.
F	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Essential • A bachelor's degree in Engineering, Environment or a related discipline, with diverse experience across relevant operational and management areas, or equivalent career experience. • Expertise and proven ability in successfully leading, managing and delivering the full range of services as outlined under specialist skills and experience, for at least two of the following and management level understanding of the remaining objectives: <ul style="list-style-type: none"> • Emergency Management • Environment • Landfill Services • Sustainability • Proficiency in developing strategy and leading change initiatives in a complex work environment. • Extensive experience in introducing and refining measurement and key performance indicators and using that measurement to drive organisational efficiency. • Relevant computer skills. • Highly desirable • Extensive (5 or more years) management experience. • Post graduate qualification in business administration (or other relevant discipline). • Relevant experience within local government or equivalent sector.

Key Selection Criteria

Key Selection Criteria will be based on the skills and knowledge required in relation to:

- Knowledge of emergency management, environment, landfill and sustainability services, principles and functions.
- Understanding of Victorian Government policy and strategy context for waste and landfill services

- Project management skills, capabilities and experience are a requirement of this role.
- Preparation of accurate project documentation and reports with a good attention to detail.
- Collaboration with stakeholders including Latrobe Catchment Landcare Network and the Gunaikurnai Land and Waters Aboriginal Corporation to support successful project development and delivery.
- Identification of emerging issues and opportunities, their causes, and works with team and stakeholders to find solutions.
- Demonstrated strong team leadership and management skills to bring teams together to work cohesively.

OHS

Employee Requirements

During the course of employment, Council may require employees to:

- Perform work outside of standard operating hours, including via an agreed roster to meet the requirement of the role.
- A satisfactory Medical Clearance may be required at any time.