

Position Description

Executive Manager, Environment & Climate Change

Directorate	Environment & Sustainability
Location	Cromer
Classification/Grade/Band	Level 3 (TRP)
Position Code	NB 0012
Date position description approved	21 May 2019

Council overview

The Northern Beaches is truly unique. Our vast area boasts 24 ocean beaches, over 80 kms of coastline, 4 coastal lagoons, clean waterways and beautiful wildlife. We are home to more than 260,000 residents and millions of visitors come to experience our extraordinary place every year. As a Council our vision is to foster a safe, inclusive, connected community that lives in balance with our environment. The breadth of our service delivery is significant – from youth and senior services to art galleries, commercial theatre, aquatic centres, libraries, childcare and waste collection. We support over 31,000 local businesses and are continuously striving to work collaboratively with the community to ensure our services meet both current and future needs. We manage almost 850 kms of roads and more than 50,000 people use our many sports fields and playgrounds each year. We strive for excellence in all that we do and the provision of the highest levels of customer service.

Council values

Our Vision is "Delivering the highest quality service, valued and trusted by our community" critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership. Our values underpin and drive everything we do and every decision we make.

Primary purpose of the position

The Executive Manager role ensures a comprehensive and integrated approach is applied to the strategic and operational management of the environment of the Northern Beaches. The Executive Manager provides direction and leadership in managing a large and diverse staff and other resources to ensure high performance service delivery of the business.

The Executive Manager provides strong management and leadership of the business including development and management of budgets, staff culture, safety, risks, projects, policies,

operations and systems. They are responsible for ensuring the staff within the Business Unit meet all required milestones (budget, projects, etc.), operate safely and deliver high quality service.

Key accountabilities

Within the area of responsibility, this role is required to:

- Lead, motivate, guide, support and manage staff across the Business Unit and on an ongoing basis provide for:
 - o Effective communication at all levels
 - o A values based culture of high performance and engagement
 - o Equity
 - o Development opportunities;
- Provide ongoing evaluation and improvement of Business Unit performance and culture to ensure timely, accurate and efficient service is provided to both internal and external customers;
- Provide leadership, facilitate and monitor efficient achievement of Business Unit outcomes and projects, ensuring services delivered meet Community Strategic Plan, Management plans and service agreement requirements (scope, standards, regulations, legislation and customer satisfaction);
- Drive (strategic and business) planning across the Business Unit including development and implementation of corporate priorities, business plans and individual work plans, consistent with Divisional, Executive and Council directions;
- Ensure strong technical skills are adopted and practiced by the Business Unit (including expert advice and the management of projects, assets, risk mitigation and contracts);
- Develop, manage and deliver the annual Business Unit budget, monitor the Business Unit's financial performance and make necessary adjustments to ensure compliance with the Division's and Business Unit's financial targets;
- Ensure Divisional directions are clearly communicated, implemented, monitored, reported and evaluated by all staff within the Business Unit, and play a leadership role in both planning and implementing these directions;
- Review, develop, update and execute operational policies, procedures, goals and business plans for the Business Unit that ensure continued compliance with regulations;
- Provide leadership in alternative income and revenue generation, including grant, levy and sponsorship management;
- Ensure ongoing compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, EEO principles, the Workplace Health and Safety Act, the Local Government Act and the requirements of ICAC.

Key challenges

Our Community Strategic Plan has set out a number of goals that reflect community priorities. Five of these relate to this role:

- Bushland, coast and waterways are protected to ensure safe and sustainable use for present and future generations.

- The environment and community are resilient to natural hazards and climate change.
- The community is well-supported in protecting the environment.
- Council is recognised as a community leader in environmental sustainability.
- The community continues to work towards sustainable use of resources.

Key internal relationships

Who	Why
Governing Body of Council	As a subject matter expert in environment, sustainability and water management, provide members of the governing body with the information and advice necessary for informed decisions and the achievement of their civic duties.
Leadership Teams	Work collaboratively with the Chief Executive Team and Executive Leadership Team to ensure effective and efficient management of Council plans, strategies and priorities.
Director Environment & Sustainability	Provide advice and report on progress towards business objectives and collaboratively develop strategic direction. Provide expert advice and contribute to effective decision making. Identify emerging issues/risks and their implications and provide solutions.
Direct Reports	Lead, direct, manage and support performance and development. Guide, support, coach and mentor towards more advanced work.

Key external relationships

Who	Why
External Stakeholders and Committees	Represent Council and inform of Council's position on matters of community or business concern and assist with the achievement of positive outcomes within Council and government policy frameworks. Set up, support, and manage relevant Committees and Working Groups.

Key dimensions

Decision making

- High level of autonomy and directly accountable for decisions and actions associated with area of responsibility.
- Guided by Council endorsed strategic plans, policies, statutory guidelines and relevant legislation.
- Determine day to day Environment and Climate Change Unit priorities in line with approved budget and Council's statutory functions.
- Responsible for collaboratively developing and delivering key strategic outcomes for the Unit.

Reports to

Director Environment and Sustainability

Direct reports

Manager Bushland & Biodiversity

Manager Coast & Catchments

Manager Development & Engineering Certification

Manager Environment, Resilience & Climate Change

Manager Stormwater & Floodplain Engineering

Manager Greener Communities

Executive Assistant

Estimated number of indirect reports

105 headcount including casuals.

Budget (operating and capital expenditure)

Approximately \$35m operational expenditure and \$12m capital projects.






Essential requirements

- Relevant tertiary qualifications in environmental science, engineering or similar relevant field;
- Experience at senior management level, with demonstrated record of achievement within an environmental or engineering area, including financial, people and project management;
- Demonstrated expertise in strategic and operational environmental management and rehabilitation systems and methods;
- Proven record in the successful management of environmentally sensitive areas;
- Demonstrated experience leading a large and diverse team and driving high level performance;
- Strong experience in managing risks and responses to natural hazards;
- Demonstrated high level asset and contract management experience including high level experience in commercial negotiations and understanding of probity;
- Demonstrated project management experience, including initiation and evaluation of change;
- High level experience at a senior level in working with customers to resolve high priority, sensitive and complex matters.
- Highly developed political acumen.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Highly Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Create and Innovate	Highly Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Advanced
	Assets and Tools	Highly Advanced
	Technology and Information	Highly Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Highly Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Highly Advanced	<ul style="list-style-type: none">• Demonstrates motivation to serve the community, make an impact and advance the organisation• Models initiative and decisiveness• Applies and shares knowledge gained through experience and exposure to experts, colleagues and stakeholders• Proactively seeks opportunities for growth for self and others• Actively seeks, reflects and acts on feedback, showing a strong capacity and willingness to modify behaviour• Works to apply strengths and mitigate weaknesses and limitations
Relationships Community and Customer Focus	Highly Advanced	<ul style="list-style-type: none">• Creates an organisational culture which embraces high quality customer service• Ensures that management systems, processes and practices drive service delivery outcomes• Ensures that community and customer needs are central to strategic planning processes• Establishes systems to set and monitor service delivery standards in line with customer and community expectations• Ensures council services contribute to social, environmental and economic sustainability in the community/region

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> • Credibly promotes the organisation's position in the community, region and sector • Builds and maintains a wide network of professional relationships outside the organisation • Obtains the commitment of key stakeholders to major projects and ensures ongoing communication • Uses understanding of decision-making processes and networks to determine the organisation's bargaining strategy • Uses sound evidence-based arguments supported by expert opinion to influence outcomes • Pre-emptes and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution
Results Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"> • Quickly grasps unfamiliar concepts and deals comfortably with complexity • Demonstrates deep knowledge and expertise across numerous subject areas • Critically analyses information and seeks diverse perspectives to formulate effective responses to policy issues • Identifies and evaluates broader impacts of proposed policies and solutions • Makes good decisions based on available evidence, observed patterns and evaluation of risks and benefits
Results Deliver Results	Highly Advanced	<ul style="list-style-type: none"> • Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of sustainable outcomes

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Assets and Tools	Highly Advanced	<ul style="list-style-type: none"> Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan Ensures effective governance of the allocation, maintenance and investment in assets and tools Promotes the role of councils as custodians of community assets Actively pursues asset risk minimisation strategies, plans and outcomes
Resources Technology and Information	Highly Advanced	<ul style="list-style-type: none"> Ensures effective governance enables efficient and effective applications of technology in the organisation Ensures effective governance of information and communications security and use policies Encourages research and expert advice on the application of emerging technologies Critically assesses business cases to introduce new technologies
Workforce Leadership Manage and Develop People	Highly Advanced	<ul style="list-style-type: none"> Creates a climate in which people across the organisation want to do their best Ensures the organisation engages in effective performance management, development planning and talent identification Drives executive capability development and ensures effective succession management practices Creates a climate in which senior staff value regular feedback, continuous learning and new experiences Ensures workforce management systems, policies and practices are inclusive of all individuals Instils a sense of urgency around addressing performance problems among leaders in the organisation