

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Coordinator, Coastal Environment Centre
<b>Position Number</b>	P02713
<b>Division</b>	Environment and Infrastructure
<b>Business Unit</b>	Natural Environment & Climate Change
<b>Pay Rate</b>	Northern Beaches Grade I
<b>Reports to</b>	Manager, Greener Communities
<b>Hours</b>	70 hours per fortnight
<b>Status</b>	Permanent – (Temporary 6 Months)
<b>Date of last review and update</b>	July 2019

## NORTHERN BEACHES COUNCIL'S VISION AND 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.

## DIVISION

### Environment & Sustainability

The Environment & Sustainability Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Environment & Climate and Waste Management.

## PART 2 – BUSINESS UNIT OVERVIEW

### Environment & Climate

The Environment & Climate Business Unit manages complex environmental and engineering programs and projects to achieve quality outcomes for the residents and environment of the Northern Beaches. The Environment & Climate Business Unit delivers the strategic and operational management of:

- Bushland protection and restoration including threatened species and pest species management and the control of bushfire risk
- Catchment, waterway and coastal management including ecological, risk and restoration programs
- Strategic environmental systems & programs, development assessment, climate change adaptation/resilience and corporate sustainability
- Environmental education, volunteering and engagement
- Development engineering including subdivision works, development approvals and certification
- Stormwater asset maintenance and renewal

- Floodplain risk management

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

Reporting to the Manager, Greener Communities, the Coordinator, Coastal Environment Centre is responsible for the effective and efficient management and delivery of:

- The implementation of projects and programs through the Coastal Environment Centre working as an effective team member to achieve team and organisational goals on time and on budget
- The coordination and provision of environmental education services to external customers and organisations, including, resource allocation, budget management, development of quotations, taking bookings and capability statements
- Overseeing the smooth operation and organisation of projects, programs and ensuring accurate reporting and allocation of staff
- Proactive engagement with the community and ensuring the requirements of Council's Customer Experience Strategy are met.

### **Key Responsibilities**

- Lead the Coastal Environment Centre team on a strategic and day-to-day basis
- Coordinate the development, implementation and review of the team budget
- Budget estimates for projects and development of fees and charges, management of project budgets
- Assist in the production of environmental education material, website design and other information based systems
- Oversee the implementation of the schools program and provide coordination and teaching assistance to the Senior Environmental Educators
- Provide support to the Coastal Environment Centre Administration Officer as necessary including welcoming visitors to the Centre
- Ensure team members are following Council policies and procedures, using approved documentation for programs and reports, such as record keeping, WH&S and reporting
- Undertake other operational activities as required.

### **People Leadership**

- Role model the Northern Beaches Council's values and behaviours
- Lead and motivate team members and provide clear goals and vision for the team to align with the Manager's objectives
- Support the Manager in the recruitment and on boarding of new team members
- Engage in regular feedback to all team members
- Empower the team to take action and make decisions
- Share relevant operational and strategic information from the Manager and above
- Encourage and support the professional development of the team
- Provide expert knowledge and advice on the resolution of major issues
- Communicate regularly with the team both formally and informally
- Be aware of and manage the well-being of the team

## Operational

- Coordinate the team to achieve the annual budget and ensure the team reports regularly to the Manager and Executive Manager on progress
- Ensure compliance with Council processes and procedures
- Coordinate the reporting on key metrics relevant to the team
- Build and maintain productive relationships with internal and external stakeholders
- Evaluate and monitor the performance of the team to ensure accurate and efficient service is provided to both internal and external customers
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Promote and support compliance with Work Health and Safety policies and procedures
- Participate in WHS in meetings, reviews and within team activities

## Business Performance

- Develop a team culture of efficiency and improvement
- Facilitate the identification and implement of any possible alternative income and revenue generation
- Identify and implement new processes, procedures or systems to improve efficiency
- Lead the team in the integration of core services across council
- Lead the team in the development of plans and actions to achieve Business Unit outcomes

*\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

## PART 4 – ESSENTIAL CRITERIA

### Educational & Experience Requirements

- Tertiary qualifications or significant equivalent experience in environmental education and/or Natural Resource Management
- Proven ability to carry out development and delivery of environmental education programs for all sectors of the community, including school programs, community events and working with other organisations and institutions
- Demonstrated ability to lead, create and manage a high performance team, including coaching and mentoring staff and creating a strong customer focus
- Proven demonstrated ability to handle confidential and sensitive issues and liaise effectively with internal and external customers and stakeholders, including members of the public and elected officials
- Demonstrated experience to be a self-starter, be able to set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes
- Demonstrated experience in resolving issues through discussion and negotiation and conflict resolution skills
- Hold a Class C driver's licence.

### Capabilities and Knowledge

- Be adaptable to change, innovative and highly motivated.
- Demonstrated high level of computer skills

- Demonstrated project management skills
- Demonstrated commitment to EEO, WHS and ethical practice principles

#### **PART 5 – DESIRABLE CRITERIA**

- Experience in building positive organisational workplace culture
- Knowledge and understanding of local government
- Current Working With Children Check
- Current Police Check

#### **PART 6 – OTHER RELEVANT INFORMATION**

- Applicants being considered for the position will be required to undergo a medical examination by Council's Doctor at Council's expense to determine that they are fit and capable of performing inherent duties of the position
- Appointment to this position is subject to a "Working with Children Check". Barred persons are not eligible for appointment to this position
- Appointment to this position is subject to a Criminal Record Check.