Bayside Council
Serving Our Community

Position Description

Manager Environment and Resilience

Position profile

| Business Unit	Environment and Resilience	Position number	
Department	City Life	Status	Full time
Salary group	Manager Level 2	Date endorsed	March 2022
Reports to	Director City Life		

Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.
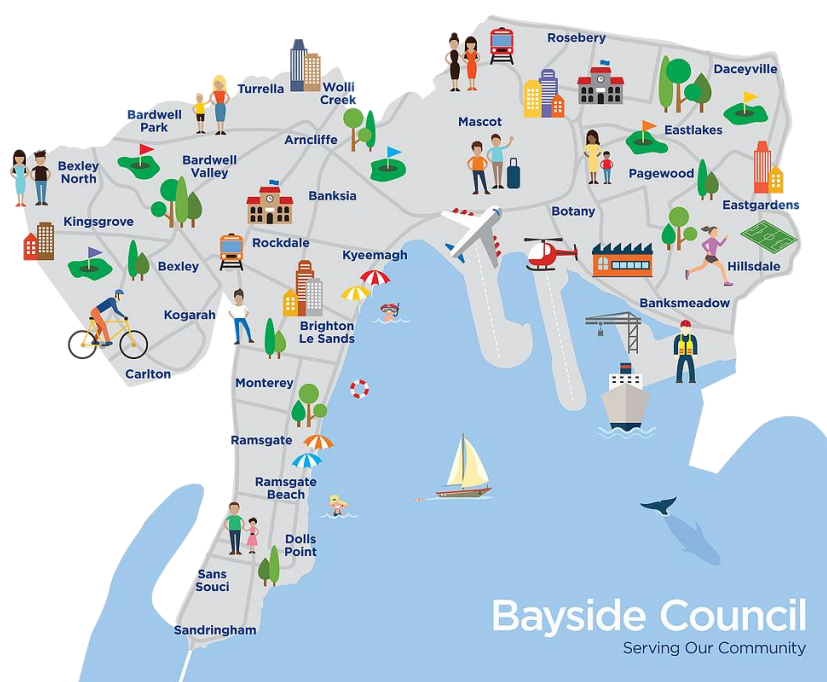
Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership -** We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People -** We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships -** We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service -** We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

The Manager Environment & Resilience leads a team that focusses on achieving climate change mitigation/adaptation and building resilience for our community. This includes developing and implementing innovative programs and profiling a credible account of change within fragile contexts.

Key to the role is the coordination of resilience planning across Council to ensure that we are prepared to respond to any disruptive challenge in recognition of our unique position (consisting of the Airport and Botany Port).

The role is responsible for leading the development, implementation and evaluation of strategies and programs that facilitate improvement in the environmental performance of priority residential and business sectors within the Bayside Local Government Area. This will be achieved in accordance with "Sydney 2030" directions and targets.

Key accountabilities

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

- Develop and implement a robust, inclusive, and action-oriented Bayside Environment and Resilience Strategy and supporting programs. Ensure that the Environment and Resilience Strategy has clearly defined direction, specific outcomes and measures and defined roles and responsibilities.
- Effectively engage with 100 Resilient Cities and its partners to create the Resilience Strategy.
- Lead, develop and implement the Sydney Resilience Strategy and supporting programs to provide an effective and efficient response to Sydney's resilience challenges. These challenges include acute shocks or chronic stresses and cover a wide range of economic, social or environmental issues.
- Manage the development of an Environmental and Sustainability Education Program to deliver on strategic environment and community strategic plan goals.
- Participate in the implementation of WHS information within Council's Safety Management System (SMS) for complying with any legal duty or obligation.

Key challenges

- Leading research and consultation activities to ensure that the Environment & Resilience Strategy incorporates and responds to the most relevant social, economic and environmental issues.
- Undertaking projects and activities that contribute to the provision of nurturing the environment whilst ensuring protection and enhancement of the environmental, cultural and heritage values of such spaces. Balancing the growing demands and needs of users with the competing needs of delivering projects to reduce the impacts of disruption.
- Assessing the shocks and stresses at District level to identify mitigation projects and inform community preparedness by evaluating and innovating on resilience initiatives and quantitatively assessing effectiveness of current programs.
- Managing a diverse range of projects aligning with Sydney's Resilience Strategy and delivering services, given an environment of conflicting stakeholder demands and expectations and conflicting priorities and timeframes.
- Balancing community expectations, staffing and resources, and government requirements in a politically sensitive environment.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making

- The role operates with a high level of autonomy and is fully accountable for the delivery of initiatives and projects, on time, within budget, and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day Unit priorities in line with approved budget and Council plans.

Essential Requirements

- Relevant tertiary qualifications.
- Exceptional leadership and change agent capabilities.
- Sound understanding of resilience principles and of Bayside's major social, environmental and economic risks and opportunities.
- Extensive knowledge of Biodiversity and Environmental Planning Legislation.
- Exceptional leadership capacity with the ability to inspire, influence and engage all stakeholders, particularly senior business, government and community leaders to deliver outcomes.
- Highly developed analytical, strategic planning and lateral thinking skills and the ability to take the initiative, experiment and implement innovations.
- Senior level of experience working in, or with, local or state government, with an understanding of current priorities and decision-making processes.
- Excellent negotiation and influencing skills with the ability to use discretion and judgment in a complex business and political environment.
- Exceptional communication abilities, including dynamic presentation skills.
- Demonstrated ability to develop and manage programs and projects and associated budgetary and governance requirements.
- Demonstrated ability to establish partnerships with a variety of organisations that effectively deliver outcomes collaboratively.

- Demonstrated ability designing community awareness and education strategies.

Desirable Requirements

- Understanding of the City Resilience Framework developed by Arup and 100 Resilient Cities.
- Extensive relevant relationships that could assist in the development and implementation of the Sydney Resilience Strategy.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Advanced**
	Manage Self	Advanced
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	**Advanced**
Results	**Deliver Results**	**Advanced**
	Plan and Prioritise	**Advanced**
	Think and Solve Problems	**Advanced**
	Demonstrate Accountability	Intermediate
Business Enablers	**Finance**	**Advanced**
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	**Advanced**
People Management	**Manage and Develop People**	**Advanced**
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	• Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Influence and negotiate	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Results **Deliver Results**	Advanced	• Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives. • Make sure that others understand that on-time and on-budget results are required and how overall success is defined • Control output of business outcomes to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results **Plan and Prioritise**	Advanced	• Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Results	Advanced	• Understand the links between the business unit, organisation and the whole-of-government agenda • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Finance	Advanced	• Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management • Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound • Assess relative cost benefits of direct provision or purchase of services • Understand and promote the role of sound financial management and its impact on organisational effectiveness • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement • Respond to financial and risk management audit outcomes, addressing areas of non-compliance
Business Enablers Project Management	Advanced	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
People Management Manage and Develop People	Advanced	• Prepare clea • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	**Managers** have overall responsibility, accountability and authority to provide a healthy and safe workplace for workers throughout their area of responsibility. Managers will ensure appropriate resources are provided to meet the Service Unit's work health and safety (WHS) objectives and implement strategies. Managers have the following will have the following WHS responsibilities: • Monitor WHS matters, hazards and risks involved in Council operations • Participate in the implementation of WHS information within Council's Safety Management System (SMS) for complying with any legal duty or obligation • Ensure adequate consultation of WHS issues in their area of responsibility and that WHS reporting, risk assessment and incident investigations are monitored and reviewed • Ensure that all Coordinators, Team Leaders and Supervisors implement and monitor policies and procedures for their area of responsibility which reflect Council's SMS, and • Ensure that all Coordinators, Team Leaders and Supervisors are provided with the necessary knowledge and skills to effectively enable them to carry out their WHS responsibilities and assess their WHS performance through KPIs noted in all Service Units and Individual Work Objectives. **INDOOR EMPLOYEE:** To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including: • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.

Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE	
Does this position fall under the definition of child related employment?	**No**
Does this position require incumbent to undergo criminal reference check?	**Yes**
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	**No**
Specify licence: Class C Drivers Licence	**Yes**
Will incumbent need to make disclosure of pecuniary interest?	**Yes**
Could there be a conflict of interest with secondary employment?	**Yes**