

POSITION DESCRIPTION

Position Title:	Director Environmental Services	Directorate:	Environmental Services
Position No:	100020	Departments:	City Compliance, Property Management, Sustainability & Environment
Employment Status:	Full-Time Fixed Term	Classification:	Contract
Employment Type:	Fixed Term – 5 Years	Report to:	Chief Executive Officer

PRIMARY PURPOSE:

The **Director Environmental Services** is responsible for the efficient and effective management of the Environmental Services Directorate. The position holder leads the City Compliance, Property Management (including property capital works and major projects), waste management and environmental management functions of Council.

Key objectives of the position are:

- Effective leadership of the Directorate team, within a supportive culture, to achieve priority community and organisational objectives
- Efficient and effective delivery of Council's capital works and maintenance programs
- Sustainable asset management of Council's property, waste and environmental assets
- Effective management of all operational areas of this Directorate
- Successful implementation of Council's Waste Management Strategy
- Key contribution to Council's Executive Leadership Team in the delivery of the Strategic Plan and associated Annual Plan
- Responsibility for the Directorate's workplace health and safety management

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Director – Environmental Services** reports to the **Chief Executive Officer** for all operational and management matters.
- Leader of the Environmental Services Directorate directly supervises the **Manager City Compliance, Manager Property Services, Manager Sustainability and Environment**.
- The **Director – Environmental Services** is a member of the Council's Executive Leadership Team (ELT) along with the Chief Executive Officer and other Directors.
- The incumbent is a principal advisor to elected members on environmental services and related matters.

2. External:

- The role will liaise with external stakeholders, including ratepayers, community members, general public, State and Federal Government Departments, other local governments, consultants, contractors and peak bodies (eg. Local Government Association of Tasmania, TasWaste South, TasWater, Southern Waste Solutions Tasmania and other relevant bodies).

OUR VALUES:

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

KEY RESPONSIBILITIES:

PERFORMANCE STANDARDS

DIMENSION	BEHAVIOURS
Leadership	<p>Trust Instill a sense of safety in your team by being trustworthy, communicating clear expectations and modelling our Council values.</p> <p>Direction Establish and affirm a shared vision and shared values and set clear goals.</p> <p>Learning Promote a learning culture and continuous improvement with openness to new ideas and changing opinions and provide safety for trial and error.</p> <p>Growth Nurture growth by trusting, delegating, developing and enabling your team.</p>

DIMENSION	BEHAVIOURS
	Team Build team connections and an environment of belonging with open communication and a sense of common purpose.
Achievement	Progress Satisfactorily achieve Annual Plan and CEO KPIs for matters within your area of responsibility, having regard to: <ul style="list-style-type: none"> • factors that may have impeded or benefitted achievement • your management of that risk • your learnings
Contribution	Contribution activities Contribute to the collective goals of the organisation, including contribution to: <ul style="list-style-type: none"> • Work teams, • Work in Council meetings and workshops, • Cross-Department collaboration, • Financial management • Customer service • Work health and safety • Status reporting
Growth	Development Undertake formal and informal development activities to grow your leadership capability.

GENERAL RESPONSIBILITIES AS DIRECTOR

RESPONSIBILITY	OUTCOME
Leadership	<ul style="list-style-type: none"> • Actively promote and create a safe, positive and customer-focused workplace culture in the Directorate aligned to the Council's purpose and values. • Lead the Directorate management team to ensure that Directorate staff are managed effectively through clear and achievable work programs, clearly communicated expectations, appropriate recognition, performance management and mentoring. • Lead relevant aspects of, and provide input to, the Council's strategic, corporate planning, and human resources processes. • Ensure that the work program and activities for each service area, are appropriately project managed and carried out on time and within budget. • Ensure a high standard of service delivery to customers and other stakeholders.

RESPONSIBILITY	OUTCOME
	<ul style="list-style-type: none"> • Identify clear priorities to maximise Directorate outcomes and manage risks in a resource constrained environment. • Develop and maintain aligned and efficient management systems and practices across the Directorate, including sound environmental practices and effectively manage change as required. • Lead, advise and contribute, where appropriate, to the development and implementation of Council policies and directions that are relevant to the Directorate. • Ensure that Directorate staff comply with the relevant statutory requirements. • Attend and present when required Council meetings, Council workshops, Committee meetings & Executive Leadership Team meetings as required. • Provide accurate reports and advice to Council and the Executive Leadership Team (ELT) on matters relevant to the Directorate's functions.
Strategic Planning	<ul style="list-style-type: none"> • As a member of ELT, work with Council, the Chief Executive Officer and other ELT members to develop strategies to achieve the community's vision via the Council's Strategic Plan. • As a member of ELT, contribute to the implementation of those strategies. • Contribute at a strategic level to the overall leadership and corporate objectives of the organisation.
Finance	<ul style="list-style-type: none"> • Actively contribute within ELT to preparation of the Annual Plan, Annual Budget and Long-Term Financial Management Plan to ensure the resourcing of corporate priorities. • Ensure that each service within the Directorate's area is delivered within the financial constraints defined in Council budgets or in contract agreements. • Monitor on an ongoing basis, the level and classification of revenue, expenditure and cash flow against the relevant Plan or Budget and investigate and report on material variances. • Ensure Directorate compliance with Council's Code for Contracts and Tendering, obtaining quotes, preparing tender documents and raising purchase orders, as required under the Code. • Critically review and monitor pricing, competitiveness and performance of major contracts. • Ensure timely processing of accounts for payment and the satisfaction of appropriate authorisations and funding allocations. • Ensure transactions are coded and appropriate documentation is provided, within the required timeframes.
Reporting	<ul style="list-style-type: none"> • Ensure that the objectives in the Strategic/Annual Plan relating to the Directorate and its programs are met. • Contribute to the completion of quarterly reports and Council reports related to the Directorate activities and its programs. • Evaluate, assess effectiveness and report on completed events and activities.

RESPONSIBILITY	OUTCOME
Innovation	<ul style="list-style-type: none"> Identify and create opportunities for new ideas and continuous improvement in policy development, operations and service delivery to deliver measurable outcome improvements.
Policies and Procedures	<ul style="list-style-type: none"> Review and analyse policies and procedures relevant to the Directorate to ensure they are up to date and available to staff. Support the effective communication and implementation of Council policies and procedures.
Record Keeping	<ul style="list-style-type: none"> Responsible and accountable for creating, keeping and maintaining authentic, accurate and reliable records on business decisions, actions and practices undertaken or performed. Records must be saved within Council's approved Enterprise Content Management and recordkeeping systems, in accordance with Council's policy and practices.
Risk Management	<ul style="list-style-type: none"> Ensure the Directorate's compliance with Council's risk management framework. Is responsible and accountable for adhering to the requirements of all relevant employment and EEO legislation, the principles of diversity and the Council's policies and procedures. Ensure compliance with relevant Awards, Enterprise Agreements, delegations and other employment legislation relevant to Council.
Staff Management	<ul style="list-style-type: none"> Ensuring compliance with all HR requirements. Ensure team delegation levels are being administered properly. Ensure preparation and maintenance of appropriate project documentation in line with legislative requirements and with good project management practice. Recruit, manage, develop and recognise staff and meet the requirements of Council's performance management system. Manage staff in accordance with Council policies and directives. Promote the development of Directorate staff where appropriate.
Workplace Health and Safety	<ul style="list-style-type: none"> Demonstrate a strong commitment to work, health and safety and effective organisation and public risk management and take all reasonable care in the performance of the duties to prevent injury to self and others. Responsibility for ensuring the correct use of equipment and the identification and reporting of workplace incidents and hazards. Develop and enhance workforce awareness of the requirements of complying with WH&S policies and procedures. Ensure employee compliance with WH&S policies and procedures through positive leadership and integration of WH&S processes, systems and requirements into normal work practices. Exercise responsibility and build awareness for the identification, assessment and management of WH&S hazards associated with operational activities. Behave in a manner that will minimise the risk of injury to yourself and others. Identify, remove where reasonably practical and report safety, health and environmental hazards in your work area. Work with Council's WH&S team to ensure due diligence WH&S requirements for outsourced contracts.

RESPONSIBILITY	OUTCOME
	<ul style="list-style-type: none"> Ensure Contractor and subcontractor compliance with Council WHS policies and procedures.

RESPONSIBILITIES SPECIFIC TO THE ROLE

Responsibility	Outcome
City Compliance	<ul style="list-style-type: none"> Ensure appropriate measures are in place to protect the public health and amenity of the community. Ensure the effective oversight and delivery of environmental health functions ensuring compliance with relevant standards and achievement of Council's sustainability goals. Ensure regulatory services such as environmental health, parking enforcement, animal management and local laws, and associated services are delivered in accordance with Council's policies and strategic goals.
Property Management	<ul style="list-style-type: none"> Ensure the development and implementation of property and sports and recreation-related strategies, including Master Plans for key land areas using effective engagement with users to achieve broad stakeholder acceptance and support. Ensure effective property management planning and practice including lease and license management, development of a Property Asset Management Plan, database refinement, maintenance of registers, safety audits and strategic acquisition and disposal of Council land. Ensure development of property asset maintenance and capital works programs through a 10 year Capital Plan for Property Assets, including a detailed 3 year capital plan and a Property Maintenance Plan. Ensure Council works effectively with a broad range of stakeholders including community, community organisations, other governments to maximise the benefit of Council's Property Assets including identification of clear service levels and co-ordinated land management. Ensure from a "client" perspective that property related projects are appropriately managed, including consultancies and contractors to deliver required infrastructure and services so that projects are delivered on time, within budget and at the required level of quality. Manage Council facilities such as the swimming pool and public halls in an efficient, effective and compliant manner recognising current and future stakeholder needs.
Sustainability and Environment	<ul style="list-style-type: none"> Ensure the currency and implementation of Council's Waste Management strategy. Ensure promotion of waste minimisation and recycling programs. Ensure the effective contract management of kerbside waste collection services including the collection contracts.

	<ul style="list-style-type: none"> • Ensure the effective and compliant management of the Jackson Street Waste Management Centre/landfill including the contracts associated with resource recovery shop/salvaging and gas extraction and other activities. • Ensure the management and maintenance of Council's public litter bin program. • Knowledge of environmental sustainability planning frameworks, including mitigation and adaptation approaches, and the ability to embed long-term sustainability principles into planning, development, and service delivery. • Work collaboratively with other stakeholders on regional and Statewide waste management initiatives.
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This role may require after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

LICENSES/ACCREDIATIONS – ESSENTIAL:

- Working with Vulnerable People's registration.

KEY SELECTION CRITERIA:

1. Tertiary qualifications in a relevant discipline.
2. Extensive experience in a similar senior management role leading a large multi-disciplinary work group to deliver strategic outcomes, with local government experience an advantage.
3. Demonstrated high level presentation skills, teamwork and people management skills that generate a positive, supportive and achievement-focused culture.
4. Highly developed problem-solving and decision-making skills in time critical situations with an ability to communicate effectively to diverse stakeholders verbally and in writing.
5. Demonstrated experience in leading property capital works and maintenance delivery, major projects, asset management, waste management, environmental management, and safety management functions, including program development, budgeting, delivery and monitoring.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

CEO Name:		Date:	
CEO Signature:			

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	