

Position Description

Manager Sustainability and Environment



Position Title:	Manager Sustainability and Environment	Directorate:	Environmental Services
Position Number:	100011	Department:	Sustainability and Environment
Employment Status:	Full-Time	Position Type:	Indoor Employee
Employment Type:	Permanent	Location:	374 Main Road, Glenorchy
Classification Structure:	Contract		

PRIMARY PURPOSE:

The primary function of the **Manager Sustainability and Environment** is to lead and manage Council's sustainability, environmental, and waste management functions to ensure the effective and efficient delivery of services that align with Council's sustainability goals and environmental compliance requirements.

The role is responsible for championing environmental and sustainability initiatives, preparing and delivering the open space capital works program, and managing Council's natural areas. The position oversees the planning and implementation of Council's climate and sustainability projects, fostering community involvement, education, and consultation to support long-term environmental outcomes. The role also oversees the city's waste management services including landfill operations, kerbside waste services, and public litter bins.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Manager Sustainability and Environment** reports to the **Director Environmental Services** for all operational and management matters.
- This position manages the Waste Services Coordinator and Recreation and Environment Coordinator and their respective reports.
- The role is a key contributor to the Sustainability and Environment Team and will liaise with the Chief Executive Officer, Directors, Managers, Elected Members and all other employees of Council.

2. External:

- The **Manager Sustainability and Environment** will liaise with external stakeholders such State and Federal Government Departments, consultants, contractors and statutory authorities, members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

PERFORMANCE STANDARDS

Dimension	Behaviours
Leadership	<p>Trust - Engender a feeling of safety for 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> <p>Team - Build team connection and belonging with open communication and a sense of common purpose.</p>
Achievement	<p>Progress - Satisfactorily achieve Annual Plan and CEO KPIs for matters within your area of responsibility, having regard to:</p> <ul style="list-style-type: none"> • factors that may have impeded or benefited achievement • your management of that risk • your learnings
Contribution	<p>Contribution activities - Contribute to the collective goals of the organisation, including through contribution to:</p> <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	<p>Development - Undertake formal and informal development activities to grow your leadership capability.</p>

Accountabilities and Responsibilities

Environmental Services	<ul style="list-style-type: none"> ▪ Lead sustainability, environment, and waste management programs aligned with Council goals. ▪ Provide expert advice on environmental legislation, policies, and compliance. ▪ Manage budgets, resources, and performance for the department. ▪ Lead, plan, implement, and monitor sustainability and climate projects, including the implementation of Council's Climate Change Mitigation Action Plan. ▪ Promote energy efficiency, waste reduction, and resource recovery and reuse initiatives. ▪ Secure and manage grants and external funding. ▪ Oversee management of natural areas, including weed control and threatened species programs. ▪ Be a key liaison for Sport and Recreation groups regarding facility developments and proposals. ▪ Deliver open space capital works projects within budget and quality standards.
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	<ul style="list-style-type: none"> ▪ Ensure compliance with government reporting and environmental regulations, including Landfill Environmental Protection Notice (EPN) and Environmental Management System (EMS). ▪ Manage kerbside waste collection, FOGO, recycling, and landfill operations. ▪ Drive, develop and implement waste minimisation strategies and community education programs.
Project, Program and Contract Management	<ul style="list-style-type: none"> ▪ Oversee the open space capital renewal programs to ensure delivery within approved budgets, timeframes and quality standards. ▪ Plan, develop, and coordinate resources including staff, materials and contractors to achieve project outcomes. ▪ Identify and secure external funding to support strategic and operational initiatives. ▪ Oversee the preparation and management of funding applications, ensuring reporting, and acquittals are in line with agreed funding requirements. ▪ Oversee and direct procurement activities including scoping, tender preparation, contract negotiation, and supplier engagement, ensuring compliance with Council policies and legislation. ▪ Ensure project controls and registers are maintained to support effective project management. Monitor milestones, budgets, risks, and dependencies, and apply mitigation strategies where required. ▪ Collaborate with internal teams and external stakeholders to define project scope, deliverables, and success criteria. ▪ Ensure effective monitoring and reporting on project progress and performance. ▪ Promote continuous improvement by reviewing project outcomes, capturing lessons learned and implementing process enhancements.
Leadership & People Management	<ul style="list-style-type: none"> ▪ Provide leadership and overall management of all members in the department, fostering open communication, regular team engagement, and a high-performing, collaborative culture. ▪ Manage team performance by setting expectations, addressing issues promptly, and implementing development plans to support continuous improvement. ▪ Develop and manage team budgets in accordance with Council policies, procedures, and financial controls. ▪ Develop and maintain succession planning and appropriate documentation for all positions. ▪ Support the Executive Leadership Team in the development and implementation of strategic policy. ▪ Ensure staff activities deliver timely, high-quality, and customer-focused outcome
Strategy & Policy	<ul style="list-style-type: none"> ▪ Formulate, implement, and review Council strategies and policies. ▪ Provide guidance and direction to Council and officers on matters relating to sustainability and environment. ▪ Monitor and evaluate current strategies, policies, and procedures to ensure they remain relevant, effective, and aligned with best practice. ▪ Research trends and innovations in local government. ▪ Communicate and implement strategies, policies, and procedures effectively across the organisation.
Financial Management	<ul style="list-style-type: none"> ▪ Monitor and manage financial performance, budgets, and expenditure within the property department.

	<ul style="list-style-type: none"> ▪ Prepare and submit corporate reports, variance reports, and Council reports in a timely manner. ▪ Code transactions and maintain proper documentation. ▪ Ensure compliance with Council's Code for Tenders and Contracts and purchasing policies, including preparing tenders, obtaining quotes, and raising purchase orders. ▪ Collect data on the condition, financial performance, and service delivery of Council's properties.
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all Council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.

	<ul style="list-style-type: none"> ▪ Ensure adherence to Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) when internal and external resources are working on Council assets. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
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Key Selection Criteria

Essential Qualifications	<ul style="list-style-type: none"> ▪ Tertiary qualification in Environmental Science, Sustainability, Natural Resource Management, or related discipline.
Desirable	<ul style="list-style-type: none"> ▪ Experience working in Local Government.
Licences	<ul style="list-style-type: none"> ▪ Current registration to work with vulnerable people (RWVP), or the ability to obtain. ▪ Drivers Licence.
Skills and Experience	<ul style="list-style-type: none"> ▪ Demonstrated extensive experience relevant to the Manager Sustainability and Environment role (e.g. waste management, natural areas management, open space, sustainability and climate change). ▪ Demonstrated skills in leading sustainability outcomes, stakeholder engagement and education programs. ▪ Proven experience in project delivery, and a strong understanding of environmental legislation and compliance requirements. ▪ Strong verbal, written communication and negotiation skills with a range of internal and external stakeholders, including high-level report writing skills, and experience leading complex negotiations. ▪ Proven ability to develop and implement strategy and policy, and manage work plans for a team or sections. ▪ Proven financial skills and the ability to monitor and achieve budget targets. ▪ Exceptional attention to detail with the ability to prepare, review, and manage documentation, reports, systems and data.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

ACKNOWLEDGEMENT:

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

Employee Name:

Employee Signature:

Date:



**Glenorchy
City Council**

Our Values



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

Our Culture

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

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