

# POSITION DESCRIPTION

|                        |                                                    |                              |                 |
|------------------------|----------------------------------------------------|------------------------------|-----------------|
| <b>Position Title:</b> | Coastal Management Officer (PN113)                 |                              |                 |
| <b>Position Type:</b>  | Permanent Full-time                                |                              |                 |
| <b>Department:</b>     | Strategic & Asset Planning – Operations & Planning |                              |                 |
| <b>Date Approved:</b>  | August 2026                                        |                              |                 |
| <b>Hours per week:</b> | 35                                                 | <b>Award Classification:</b> | Band 3, Level 2 |
| <b>FTE</b>             | 1                                                  | <b>Salary Classification</b> | Grade 5         |

## Position Purpose

The Coastal Management Officer is Council's lead technical specialist responsible for the strategic planning, coordination and delivery of coastal, estuary, floodplain and catchment management initiatives. The role leads the preparation, implementation and review of the Coastal Management Program (CMP), coordinates flood studies and floodplain risk management studies and plans with specialist consultants and internal SMEs, manages grants and projects, and provides strategic environmental advice.

## Key Accountabilities

- Lead the preparation, implementation, review and reporting of Council's Coastal Management Program in accordance with the Coastal Management Act 2016.
- Coordinate flood studies, floodplain risk management studies and floodplain risk management plans in accordance with the NSW Flood Risk Management Manual.
- Provide specialist technical advice on coastal hazards, flooding, estuary processes, catchment management, climate adaptation, water quality and natural resource management.
- Manage complex environmental and floodplain projects from inception to completion, including scope development, procurement, consultant management, budgeting and delivery.
- Identify, apply for and manage external funding opportunities, including grant applications, reporting requirements and project acquittals.
- Develop strategic policies, plans and technical documents that support resilient land use planning, infrastructure planning and environmental outcomes.
- Build and maintain productive relationships with government agencies, Traditional Owners, community groups, consultants, universities and other stakeholders.
- Prepare reports, briefing notes and presentations for Council, committees, Executive Leadership Team and external stakeholders.
- Coordinate coastal monitoring, dune rehabilitation, estuary restoration and other coastal or floodplain management initiatives.
- Ensure compliance with relevant legislation, maintain accurate project records and support effective governance processes.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

## Core Competencies (Knowledge Skills and Experience)

### Essential

- Tertiary qualifications in Environmental Science, Environmental Engineering, Civil Engineering, Coastal Engineering, Natural Resource Management, Geography, Marine Science, or another relevant discipline; or equivalent demonstrated skills, knowledge and experience relevant to the requirements of the role.
- Class C Driver Licence.
- General Construction Induction Card or willingness to obtain.

### Desirable

- Project Management qualification.
- Environmental Awareness training.
- ArcGIS Pro: Essential Workflow.
- Dealing with difficult people training.
- FWP - Recover four wheel drive vehicle.
- HLT- Provide First Aid.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

## Skills and Experience

- Intermediate to advanced Microsoft Office skills
- Excellent verbal and written communication
- Organised and able to meet deadlines
- Demonstrated experience delivering environmental, natural resource management, infrastructure or related technical projects.
- Experience managing consultants, contractors and project budgets.
- Experience preparing technical reports, strategic documents and funding applications.
- Sound knowledge of coastal management, floodplain risk management and climate adaptation principles.
- Knowledge of relevant NSW planning, environmental and local government legislation.
- Strong project management, organisational and prioritisation skills with the ability to manage multiple projects simultaneously.
- Highly developed stakeholder engagement skills with the ability to work collaboratively across diverse groups.
- Excellent written and verbal communication skills, including report writing and presentation delivery.
- Ability to analyse complex technical information and develop practical management solutions.
- Experience using GIS and spatial information systems (desirable).
- Experience working within NSW Local Government (desirable).

## Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

### CARING Values

#### COLLABORATION

#### ACCOUNTABILITY

#### RESPECT

#### INTEGRITY

#### NURTURING

#### GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

## Supervision Received

This role reports to the Strategic and Environmental Planning Manager.

## Supervision Exercised

The following roles report to the Coastal Management Officer:

- Nil

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## Position Description Endorsement

### Learning and Development

Position Description reviewed and approved by:

|                                    |                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------|
| People and Culture Representative: |  |
| Position Title:                    | Learning and Development Officer                                                  |
| Date:                              | August 2026                                                                       |

### People and Culture

Position Description reviewed and approved by:

|                                    |                                                                                    |
|------------------------------------|------------------------------------------------------------------------------------|
| People and Culture Representative: |  |
| Position Title:                    | People and Culture Advisor                                                         |
| Date:                              | August 2026                                                                        |

## Role Authorisation

«InternalApprovalSignature\_tag»

## Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature\_tag»