



### Position Description

<b>Position Title:</b>	Group Leader Sustainable Environment and Waste (PN 2601)		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Sustainable Environment and Waste		
<b>Date Approved:</b>	November 2023	<b>Version Number:</b>	2
<b>Hours per week:</b>	35	<b>Award Classification:</b>	Band 3 Level 4
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 7

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

## 1. Primary Objective (Role Purpose)

Provide strategic leadership, policy development and oversight for Council's Biosecurity (Invasive plants), environment, biodiversity, sustainability, climate change, and waste management functions.

## 2. Key Accountabilities

- Manage the Sustainable Environment and Waste Team and mentor their performance to ensure the delivery of projects and actions assigned under the Delivery Program and Operational Plan are completed. This includes completing performance reviews and training/development plans to ensure timely feedback, appropriate recognition of contribution and that staff have the required skills and motivation to do the job.
- Prepare and manage Council's Waste Management and Environmental Levy budgets and external grants budgets in consultation with the Deputy General Manager.
- Manage large scale projects and contracts for the delivery of services in the area of biosecurity (invasive plants), river restoration, biodiversity, sustainability, climate change, sustainable agriculture and waste management functions
- Manage and oversee Council's domestic waste collection and processing contracts, as well as the operation of Council's waste management facilities to meet the needs of the Shire and to ensure they are within established cost parameters.
- Develop policies related to the invasive plants, river restoration, biodiversity, sustainability, climate change, and resource recovery (waste) management functions to facilitate compliant operations and a consistent approach.
- Oversee the implementation of councils' Climate Emergency Framework and associated actions and documents
- Manage the delivery of Council's environmental sustainability and resource recovery management programs.
- Manage the delivery of Council's River and biodiversity program including upgrades to Council reserves where appropriate.
- Manage the delivery of Council's invasive plants program and obligations as a local control authority under the Biosecurity Act 2015.
- Report and update indicators outlined in Council's Community Strategic Planning and Integrated planning and Reporting documents and prepare reports to Council to enable effective decision making.
- Champion workplace health and safety, actively use and review the WHS management system, conduct workplace safety checks and promptly investigate and address health and safety issues so that Council's overall safety performance is enhanced.

## 3. Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Tertiary qualifications in environmental science, environmental sustainability or environmental engineering or other relevant degree.
- Current NSW Class C Driver Licence.
- Postgraduate qualifications in business management (desirable)

**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.

## Experience

- Demonstrated experience in the field of corporate environmental sustainability and natural resource management or equivalent.
- Demonstrated experience in policy and strategy development related to environmental sustainability and natural resource management.
- Demonstrated experience in budget management, monitoring and reporting, and being able to manage expenses and income accordingly.
- Demonstrated experience dealing with State and Federal Government Departments, Agencies and industry groups to understand their requirements and develop effective lobbying approaches and partnerships.
- Local Government experience in a similar role (desirable).
- Experience in the preparation of business and management plans (desirable).
- Public speaking experience (desirable).

## Skills

- Excellent written and verbal communication skills, including experience in report writing, community consultation and education.
- Demonstrated ability to influence across a variety of functional teams and departments (desirable).

## 4. Supervision Received

This role reports to the Deputy General Manager Corporate and Community.

## 5. Supervision Exercised

The following roles report to the Group Leader Sustainable Environment and Waste:

Invasive Plans Inspector  
River and Biodiversity Officer  
Waste Management Coordinator  
Sustainability Officer  
Invasive Plants Officer

## 6. Delegations

The Group Leader Sustainable Environment and Waste will exercise the functions of the Council as delegated to the position.

## 7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

## 8. Our Values



Service Ethic /  
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

## 9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

### **Workplace health and safety (WHS)**

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

### **A professional working environment free from discrimination, harassment, and victimisation**

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

### **Economic, environmental, and social sustainability**

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

## 10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature\_tag»