

POSITION DESCRIPTION

Position Title:

Executive Manager Natural Environment

Level:

Negotiated

Position Number:

5472

Directorate:

Built and Natural Environment

Hours:

38 hours per week as required to be worked to meet the needs of the position. No additional payments will be made and remuneration includes compensation for all hours required to be worked.

POSITION OBJECTIVES

1. Provide leadership and direction to the management of our wide-ranging natural environment portfolio including coastal, estuary and riverine waterway and foreshore, park, landscaped and bushland natural and infrastructure assets, and natural environment sustainability portfolios including energy and water management, waste management, tree management, community education, climate change and tactical and operational asset management and related planning and delivery of capital, maintenance and management programs.
2. Lead, facilitate and implement best practice natural environment strategies to all aspects of the City's planning and management of our natural environment.
3. Strategically develop, internal and external, relationships and influence the decision making process to ensure that the natural environment is of high importance and has long term sustainability.
4. Work collaboratively with the Executive Manager Built Environment, and other key stakeholders, to ensure that strategies and activities within the Natural Environment team inform, and align with, the City's built environment strategies and strategic community objectives, and deliver the best possible outcomes for the natural and built environment and our community.

MAIN DUTIES AND KEY RESPONSIBILITIES

The position is accountable for:

- 1. Providing strategic leadership in facilitating natural environmental enhancement in Mandurah and the surrounding area by:**
 - Advocating for and partnering with all levels of government and other agencies to ensure environmental impacts are considered in all strategy development and decision making.
 - Protect and manage our local natural environment and ensure that our actions to manage land based assets don't adversely impact our waterways.
 - Create opportunities for our community to celebrate and preserve our local natural environment

- Educate our community on global environmental sustainability issues and demonstrate leadership in the field.
- Partner and engage with our community to deliver environmental sustainability outcomes.
- Providing a strategic focus and leadership on our future solutions around waterways, bushland, smart energy, groundwater, waste management, climate change environment education.
- Leading the delivery of best practice environmental outcomes for the City and surrounds.
- Working with the community to achieve best practice environmental outcomes.
- Lead and influence continuous improvement and reduction of the City's environmental impact in the built environment.
- Lead and deliver the City services and programs in the areas of waste management, energy usage, water usage, bushland management.
- Liaise and manage the City of Mandurah's involvement with the Peron Naturaliste Partnership.

2. Identifying and maximising the use of relevant natural environment practices and opportunities, including:

- Providing the researching and monitoring capability for our environmental management practices.
- Researching national and international best practice applicable for the management and enhancement of the Mandurah environment.
- Designing and implementing specific research as required.
- Preparing reports and developing recommendations as appropriate.
- Disseminating relevant information to key stakeholders.

3. Ensure that the City of Mandurah remains at the leading edge of environmental initiatives by:

- Engaging with relevant internal sections to promote best practice outcomes.
- Seeking to achieve via collaboration, the protection management and enhancement of Mandurah's bushland and biodiversity, where possible.
- Actively engaging the Mandurah community in environmental initiatives in meaningful and productive ways.
- Seeking to achieve, via collaboration, the preparation of the City and the Mandurah community for the anticipated challenges associated with the predicted climate change scenarios.
- Seeking to achieve, via collaboration, the management and enhancement of the Peel-Harvey Estuary, adjunct foreshores and coastal foreshores as important social and environmental assets.

4. Ensure the Natural Environment team is provided with leadership and management including:

Leadership role:

- Actively develop and promote a positive organisational culture and enable the development of its people.
- Be a role model for the City's values.
- Provide active leadership in the organisation.
- Participate in the development of the City's strategic direction aimed at developing and empowering Mandurah communities.

- Be a positive contributor to the development of the City's management team.
- Ensure that the vision for the future of Mandurah is communicated and understood in the organisation.
- Participate in local government professional groups.
- Be an active and positive contributor to the Mandurah community.

Management role:

- Ensure that teams within the business units are managed effectively, work to best practice standards and display a high degree of professionalism.
- Ensure the maintenance of a strong governance framework.
- Oversee the preparation of the strategic financial plan, business plans, annual budgets, and monthly and annual financial statements.
- Lead the development of long term strategic internal policies, service standards, and technology innovation.
- Lead the development of business plans which provide a co-ordinated approach to the City's strategic direction and governance.
- Lead the development of performance metrics both for the business units and the organisation.
- Provide advice and guidance to Council and individual Elected Members when required.
- Ensure the development of talent within the area and provide guidance on appropriate career paths.

5. Ensure corporate responsibilities are observed and adhered to as follows:

- Achieve effective use of City resources within the level of accountability for this position.
- Ensure your own and others understanding and compliance with the City's Code of Conduct, policies and procedures.
- Take responsibility for own and others personal development and undertake training and development opportunities afforded as well as developing team members.
- Contribute to own performance review with the aim of demonstrating excellence, commitment and continuous improvement.
- Ensure performance reviews are undertaken for all members of your team.
- Understand, contribute and build on the City's positive constructive culture ensuring that model the type of behaviour that will positively influence team culture and business performance.
- Understand and incorporate the City's values in all day to day activities.
- Exercise discretion and maintain confidentiality in all activities.

6. Ensure Work Safety and Health requirements are managed, observed and adhered to as follows:

- Take reasonable care for your health and safety in the workplace. Work in a safe manner and not do anything that will adversely affect the safety of yourself or another.
- Provide adequate resources for implementing, maintaining, and improving the City's WHS system.
- Ensure all employees are consulted on matters that may directly affect their health, safety and welfare.
- Ensure that the City does not conduct any business that would endanger other people (including visitors, the public and other workers).

- Provide and maintain workplaces, plant and systems of work so employees are not exposed to hazards.
- Monitor and improve WHS performance.

7. The duties required of this position may require you to exercise delegated authority. If this applies to your role you will be required to comply with all requirements under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, that apply to relevant persons who exercise delegated authority. These requirements may include, but are not limited to:

- Completing a Primary Return within 3 months of the date of being granted delegated authority;
- Completing an Annual Return for each year you continue to have delegated authority; and
- Keeping current records of how and when delegated authority is exercised.

The information that may be required to be disclosed by a relevant person in a Primary or Annual Return includes:

- Interests in real property;
- Beneficial interests in Trusts;
- Sources of income;
- Interests in corporations including securities;
- Liabilities or debts held by the relevant person; and
- Dispositions of property.

8. Child Safety Responsibilities

- The City of Mandurah has zero tolerance for child abuse, neglect and maltreatment. We are committed to creating and maintaining a child safe organisation where protecting children and preventing harm is embedded in the everyday thinking and practice of all employees and volunteers. The City has specific policies, procedures, and training in place to support employees and volunteers to meet child safeguarding commitments. Please read our Child Safe Plan available on the City's website.

ORGANISATIONAL RELATIONSHIPS

Reports to:

Supervises:

Internal Liaisons:

External Liaisons:

- Director Built and Natural Environment
- Manager Marina and Waterways
- Coordinator Waste Management
- Coordinator Landscape Management
- Coordinator Landscape Services
- Coordinator Environmental Engagement
- Coordinator Bushland Management
- Coastal Adaptation Coordinator
- Executive Leadership Team Members
- City of Mandurah Management Team
- City of Mandurah Employees
- Mayor and Elected Members
- Various State Government Departments
- Residents and Ratepayers

- Community Organisations
- Other Local Governments
- Professional Organisations
- Local Businesses

EXTENT OF AUTHORITY

This position may exert influence in the following areas:

- Authorised to incur budget expenditure in accordance with the Financial Authorisations Limit Listing, the Procurement Policy and any other relevant Policy or Procedure.
- Authorised to prepare and sign correspondence in accordance with established Policy and Procedure
- Authorised to sign timesheets in accordance with established Policy and Procedure.
- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.
- Exercise initiative and/or judgement within clearly established Policies and Procedures.

REQUIREMENTS OF THE POSITION

Qualifications

- Degree and/or Post Graduate qualification covering a relevant environmental management/science discipline related to the natural environment and waterways.
- Possession of, or progression towards, a Post Graduate qualification in Management; or equivalent relevant experience.
- Significant experience in leading natural environment programs and services within Local Government.
- Eligibility for membership of a relevant professional body.
- Current unrestricted C class national driver's licence.

Experience

- Highly developed financial management skills for budget preparation and control
- In depth knowledge and well-practiced technical and strategic capability covering built environments
- Good knowledge of governance frameworks and contemporary issues in local government
- Understanding the services local government provides and how best to measure their performance
- Sound knowledge of relevant legislation relating to the natural and built environment and local government operations
- Ability to lead and think strategically

Skills

- Proven leadership skills
- High level of interpersonal, communication and decision-making skills

- Known as a moderniser
- Highly developed dispute resolution and negotiation skills
- Demonstrated ability to work with a multi-disciplinary team
- Commitment to self-improvement
- Demonstrated ability to develop strategies and business plans
- Passion about business improvement and dissatisfaction with the status quo – always thinking of ways to improve and innovate
- Independent thinker

POSITION AND INCUMBENT DETAILS

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:
People Services

Main duties and key responsibilities accepted by Employee:

Signed: _____

Signed: _____

Date: _____

Date: _____

Note: The original signed position descriptions must be returned to People Services