

Kingborough Council

Information Package for Applicants



Position Details: Manager Environmental Services, Position Number 000036

Employment Status: Five Year Fixed Term Contract

Directorate: Environment, Development and Community

Applications Close: 4pm on Monday 11 July 2022

Further Information: Mr Gary Arnold, General Manager on (03) 6211 8274



Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia and affords its residents an enviable lifestyle with its natural amenity, beaches, tourism experiences, restaurants and shopping.

Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M. Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life

Position Advertisement

Manager Environmental Services

The purpose of our Council is to make Kingborough a great place to live. An exciting opportunity is being offered for an innovative and experienced leader to join our Management team as the Manager Environmental Services.

Reporting to the Director Environment, Development and Community, you will be responsible for leading Council's environmental health, natural areas and biodiversity (NAB) and climate change programs and managing a department that is striving to ensure a healthy and resilient community, as well as an ecologically diverse environment for Kingborough. You will be a strong but empathetic and respectful people leader, with a proven commitment to innovation, engagement and effective service delivery.

The role would suit a person who thrives on the significant challenges and opportunities presented to maintain and grow Kingborough Council's already highly respected environmental, ecosystems and climate change programs.

An attractive remuneration package will be negotiated, including the private use of a motor vehicle. The role is being offered on a full-time contract basis for a term of five years.

How to Apply: For further information on this position, please contact Council's General Manager, Gary Arnold, on (03) 6211 8274. A copy of the information package for this role is available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume. Applications can be submitted online through the Employment Portal on Council's website.

Applications close at 4.00pm on Monday 11 July 2022.

Selection Criteria

Manager Environmental Services

About You

You will be an experienced leader ready to take on a challenging and rewarding role. We are looking to engage a professional who has all the skills and attributes necessary to deliver for our community.

You will be a high achiever with:

1. Tertiary qualifications in a field relevant to the management and responsibilities of the Department.
2. A demonstrated ability to lead staff in a team environment and to manage the administration of a department dealing with large workloads of a complex nature.
3. Significant relevant strategic and statutory experience that is relevant to the local government environmental services function, including the ability to exercise a broad range of delegations in a professional and responsible manner.
4. High level knowledge of environmental health and environmental management legislation and government policies operating in Tasmania or ability to quickly build that knowledge.
5. Proven capacity to analyse, articulate and contribute to strategic policy development and the implementation of effective change management initiatives.
6. High level critical thinking and problem-solving ability with the capacity to solve complex and diverse issues in a timely and professional manner.
7. High level communication and relationship management skills, including interpersonal, negotiation, advocacy, investigation and facilitation skills.
8. Proven ability to operate in a complex political environment.
9. Competent computer skills in the use of Microsoft application packages.

Desirable:

1. Qualifications and experience related to the delivery of statutory environmental health functions under the *Public Health 1997 (Tas)* and *Food Act 2003 (Tas)*.
2. Detailed understanding and practical working experience in climate change management and energy and greenhouse gas monitoring and management.

Position Description

MANAGER ENVIRONMENTAL SERVICES

POSITION DETAILS

Position No.	000036	Directorate	Environment, Development, and Community
Employment Status	Fixed term contract	Location	Council Offices, 98 Beach Road, Kingston

POSITION OBJECTIVES

The Manager Environmental Services is responsible for leading Council's environmental health, natural areas and biodiversity (NAB) and climate change programs and managing a department that is striving to ensure a healthy and resilient community as well as an ecologically diverse environment for Kingborough.

KEY FUNCTIONS AND RESPONSIBILITIES

DEPARTMENTAL MANAGEMENT

- Manage the activities, workloads and performance of all Departmental staff, as well as coordinating improved procedures and providing strategic direction.
- Provide regular reports to Council and the Executive Management Team on progress towards objectives required within the Council's Strategic and Annual Plans.
- Provide Departmental input to the Council's strategic planning processes and the Annual Report.
- Prepare and submit budget estimates, implement approved budgets, monitor expenditure and report on exceptions.
- Provide high level advice to and participate on Council strategic projects groups and other Council or governmental working groups that manage or advise on significant projects that have environmental, climate change or public health implications.
- Maintain effective and productive relationships with councillors, relevant stakeholders and the community, and undertake other such related duties as required.

ENVIRONMENTAL AND PUBLIC HEALTH

- Ensure that environmental health programs are in place to effectively and efficiently meet the broad spectrum of statutory responsibilities; as provided for under the State’s public health, food, environmental and other related legislation or Council By-laws. Ensure that procedures are in place to facilitate community compliance and legal proceedings that are initiated as required.
- Oversee the provision of environmental and public health related advice in relation to development applications received by Council. Provide advice and assistance to prospective applicants, assess the more complex applications and ensure that related and necessary investigations and participation in mediation and appeals are carried out.
- Oversee programs to assess onsite wastewater applications, coordinate programs to rectify failing wastewater systems and implement a program for AWTs management and maintenance as part of Council’s operations.
- Oversee Council’s private water supply and environmental monitoring programs and to address any identified problems.
- Coordinate and be responsible for Council’s response to significant environmental incidents, and other major related issues such as contaminated sites, emergency response protocols and the development of environmental management procedures.
- Play a key role in emergency management response and recovery requirements as identified in the Kingborough Emergency Management Plan.
- Ensure that the Kingborough Emergency Management Health Sub – Plan and appropriate resource references are updated regularly and that a pandemic response sub-plan is in place.

NATURAL AREAS AND BIODIVERSITY (NAB)

- Manage the activities of NAB staff within Council including the development of necessary environmental policies and procedures, specific externally funded projects and community and stakeholder involvement through related activities and programs.
- Facilitate the maintenance of strong links with other relevant stakeholders and regional or State based organisations and ensure that Council is well placed to take advantage of and be consistent with their NRM initiatives and strategies.
- Coordinate research, projects and compliance with legislative requirements relating to coastal management.

CLIMATE CHANGE

- Coordinate the implementation of the Kingborough Climate Change Strategy and Plan.
- Take responsibility for energy efficiency and alternative energy research and project development.
- Take responsibility for greenhouse gas and energy reduction target setting, monitoring and reporting for Kingborough Council and its community.
- Coordinate climate change risk identification, adaptation research and response initiatives.

Authority and accountability: This position will make decisions for which it will be held accountable. The position is responsible for leading the strategic direction of the Environmental Services Department and coordinating the activities of Departmental staff.

Judgment and problem solving: This position is responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. Although answerable to the Divisional Director, a high level of independence is required in determining how to deal with different issues.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position reports to the Director Environment, Development and Community. The position works collaboratively with other members of the management team in carrying out its duties.
2. **External** – The position is responsible for developing strong relationships with key community stakeholders, environmental and government agencies and service providers, research institutions, environmental management consultants and specialists and Council's Medical Officer of Health.
3. **Direct Reports** – The Coordinator Environmental Health and the Natural Areas and Biodiversity (NAB) Coordinator report directly to the Manager. The Manager also has operational responsibility for the Cat Management Project Officer, which is partly funded externally.
4. **Indirect Reports** - The Departmental staff include Administration Officers (1 FTE); NAB Project and Weeds Officers (5.4 FTE); Environmental Health Officers (3 FTE), and Casual Nurse Immunisers.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Tertiary qualifications relevant to the management and responsibilities of Department.
- A demonstrated ability to lead staff in a team environment and to manage the administration of a department dealing with large workloads of a complex nature.
- Significant strategic and statutory experience that is relevant to the local government environmental services function, including the ability to exercise a broad range of delegations in a professional and responsible manner.
- High level knowledge of environmental health and environmental management legislation and government policies operating in Tasmania or ability to quickly build that knowledge.
- Proven capacity to analyse, articulate and contribute to strategic policy development and the implementation of effective change management initiatives.
- High level critical thinking and problem-solving ability with the capacity to solve complex and diverse issues in a timely and professional manner.
- High level communication and relationship management skills, including interpersonal, negotiation, advocacy, investigation and facilitation skills.
- Proven ability to operate in a complex political environment.
- Competent computer skills in the use of Microsoft application packages.

Licences

- A current driver's licence.
- A National Police check will be required.
- White Card, Working Safely in the Construction Industry.
- A Working With Vulnerable People registration.

Desirable

- Qualifications and experience related to the delivery of statutory environmental health functions under the *Public Health 1997 (Tas)* and *Food Act 2003 (Tas)*.
- Detailed understanding and practical working experience in climate change management and energy and greenhouse gas monitoring and management.

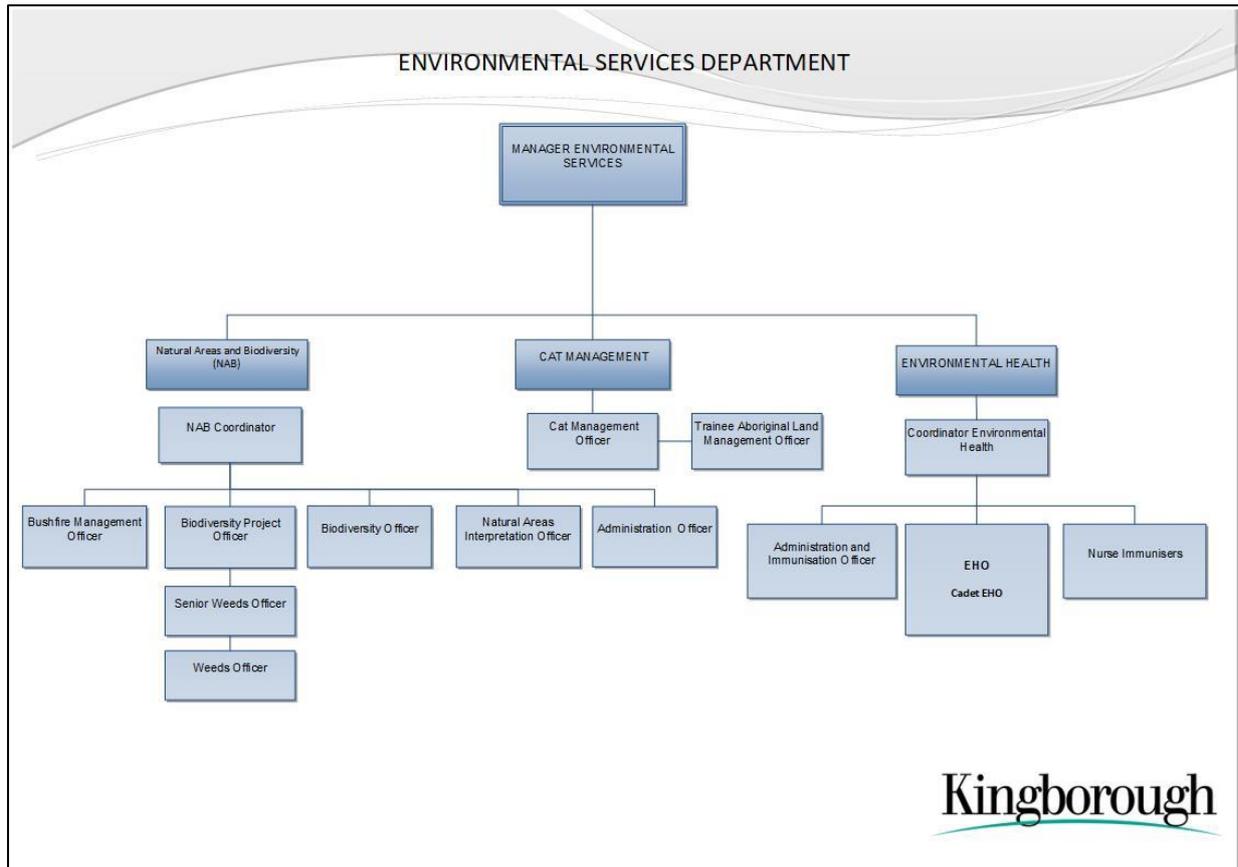
LEADERSHIP COMPETENCIES

The following leadership competency profile applies to all senior leadership positions in Council. Senior leaders are expected to be a positive role model and to demonstrate a commitment to Council's leadership competencies, behaviours and values.

Capability Group	Descriptor
 <p>Lead and Manage People</p>	<p><i>Engage and motivate staff, develop capability and potential in others by:</i></p> <ul style="list-style-type: none"> • Building an environment of trust and resilience and being dependable as a leader; • Clearly defining roles and responsibilities; • Knowing each team member's strengths, weaknesses, goals and concerns and helping our people to be the best that they can be; • Having difficult conversations regarding poor or ineffective performance; • Sharing expectations with your team and managing expectations around organisation and team needs; and • Being self-aware of the impact our words and our behaviour has on others.
 <p>Inspire and Recognise</p>	<p><i>Communicate organisational vision, purpose, goals and priorities and recognise achievements by:</i></p> <ul style="list-style-type: none"> • Explaining the organisation's vision and purpose and how the team's work relates to this; • Role modelling the values and behaviours we want to see in our people; • Keeping the team informed with organisational policies, processes, procedures and decisions; • Valuing diversity, that we are all different and that we all bring something different to the team; • Broadening our team's horizons to see how others do things; • Facilitating opportunities to recognise and reward the team and individual efforts and performance; and • Encouraging the team to be accountable and own up to mistakes, share, reflect and learn from them.

 <p>Optimise Workforce Contribution</p>	<p><i>Recruit and deploy people effectively and apply sound workforce planning principles by:</i></p> <ul style="list-style-type: none"> • Recognising the risks that exist and engaging with our people to put effective controls in place; • Understanding and articulating community needs and expectations to the team; • Leading and implementing change effectively; • Reviewing and improving our processes to ensure they enable us to do our work efficiently and effectively; • Allocating work tasks appropriately to make the best use of the skills and strengths in the team; and • Ensuring team members make effective and efficient use of their time.
 <p>Effectively Communicate and Engage</p>	<p><i>Initiate, support and champion communication and assist others to engage using effective communication methods by:</i></p> <ul style="list-style-type: none"> • Facilitating two-way communication and providing timely feedback to staff on their ideas, questions and concerns; • Tailoring messages to suit the needs of a range of different audiences so that they listen, understand and buy in; • Collaborating with others to understand what each of us need to do to provide agreed services to our customers and other stakeholders; • Using critical and reflective thinking and questioning to facilitate problem solving, learning and improvement; and • Facilitating the development of effective relationships to improve the way we work together.

ORGANISATIONAL CHART – ENVIRONMENTAL SERVICES



The Recruitment Process

How to apply for the position

- Apply by submitting your application online through the Employment Portal on Council's website at www.kingborough.tas.gov.au.
- Your application should be addressed "**Confidential Job Application, Manager Environmental Services, Position Number 000036**".
- Your application should include your resume and a separate written statement addressing the selection criteria, (refer page 4).
- Applications close at 4pm on Monday 11 July 2022.
- For further information about this role and before submitting your application, we encourage you to contact:

Mr Gary Arnold
General Manager
Kingborough Council
On (03) 6211 8274 during business hours.

The Recruitment Process

The recruitment process will include the following:

- Shortlisting of candidates
- First stage interviews, followed by a further shortlisting process
- Second stage interviews
- Referee checks
- Pre-employment checks including a National Police check and health assessment. **Please note that the following immunisations are required for this position in accordance with Council's Vaccination policies: COVID-19.**
- A National Police check and a Working with Vulnerable People check are also required.