

Positions Vacant

Director of Environment and Sustainability

Position will remain open until filled

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications;
- Professional Development (any other courses you have completed or are currently enrolled in);
- Computer skills and software packages you are familiar with;
- Employment History (Position, School/Organisation, Dates);
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

The job will remain open until this position is filled. Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Director of Environment and Sustainability	Classification Level	-
Department	Environment and Sustainability	Award	-
Reports To:	Chief Executive Officer	Location	Napranum
Nature of Employment	Full Time		

PRIMARY POSITION OBJECTIVE/S

To provide leadership, development and strategic direction for the Environment and Sustainability Division to enable effective delivery and excellent customer service to both internal and external customers in order to meet the needs of Council, its customers and the wider community.

To plan, organise, direct and control the Council’s environment services activities in the Napranum Shire, to achieve results in line with the Corporate Goals of Napranum Aboriginal Shire Council.

The provide support to Council in promoting positive community compliance with regulatory standards, through ongoing education programs, inspection, investigation and monitoring of Local Laws and other relevant legislation and regulations.

To provide strategic direction and logistical support to the Land and Sea Rangers to ensure all project plan activities are completed within set timeframes and funding agreements.

Mentor and support the Napranum Land and Sea Ranger Co-ordinator, the Animal Control Officer, the Environmental Health Officer, the Essential Services Officers and Parks & Gardens Officers to achieve their objectives and fulfil the requirements of their respective funding agreements.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people’s lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

Responsible for the efficient and effective management of the Environment and Sustainability Division including:

- Land and Sea Rangers
- Local Laws
- Environmental Health
- Animal Control Officer
- Essential Services Officers
- Parks & Gardens Officers

Manage the Division's physical, financial, and human resources so the Division can deliver high-quality services that provide the best value for money and meet the needs of the community and the organisation.

Manage and provide direction for the development and review of strategies, relevant to areas of responsibility ensuring a whole organisation approach and effective community engagement utilising Council's framework.

Drive tactical planning and implementation of adopted strategies and programs as well as promote a shared understanding by the organisation, elected members, and the community about what needs to be delivered.

Manage the Human Resources of the Division by continually reviewing position descriptions to ensure that duties meet the requirement and reflect Council's changing needs. Ensuring that key performance indicators are set and regular performance reviews and employment incentives are set as well as performance managing when required to improve the culture of the workforce.

Lead by example and foster a culture that:

- Promotes Napranum's vision, values, mission, teamwork, personal accountability, and ethical behaviour;
- Focuses on services and projects being delivered and reported on time and within budget;
- Ensures a continuous improvement and innovative approach to service delivery;
- Strives to minimise bureaucracy while maintaining good governance and quality customer service;
- Encourages staff development through participation in learning and development opportunities; and
- Promote safe working practices and maintain a safe work environment.

As a member of the Executive Team, actively contribute to the development of the strategic direction for Council including corporate and operational planning and strategy development across all of Council's functions.

Assist with improving financial sustainability and financial leadership of the organisation, ensuring that long term financial strategy lead to organisational success.

Assist with the development of Corporate Asset Management and Risk Management Plans as well as assisting with the development of long-term asset replacement and maintenance programs.

Promote safe working practices and maintain a safe work environment.

Oversee the preparation and monitoring of detailed annual budgets for programs and services for the division.

Continually review existing work processes and practices to identify opportunities to improve service delivery.

Through the CEO, keep elected members, staff and the community informed on divisional activities and liaise with the media as required.

Provide well-considered and sound advice to council officers, the Executive Team and the Council to enable informed and effective decision making.

NAPRANUM ABORIGINAL SHIRE COUNCIL
POSITION DESCRIPTION – Director of Environment and Sustainability



Attend and participate in Council and other scheduled meetings including community consultation events.

Provide regular reporting on the implementation of projects that deliver Council's strategies and programs relevant to the division.

Establish and maintain strong working relationships and communication with all key stakeholders including suppliers, community members, government and non-government organisations.

Meet all legislative and funding agreement requirements required for the service delivery of the division.

Other relevant duties as required from time to time which would generally fall within the scope of this position.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Essential Services Supervisor.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current *Work Health and Safety Act 2011* and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

General Qualifications, Knowledge and Experience

- Formal qualification in Environment Science, Environmental Health or Project Management;
- Ability to effectively supervise others including planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems;

NAPRANUM ABORIGINAL SHIRE COUNCIL
POSITION DESCRIPTION – Director of Environment and Sustainability



- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community;
- Ability to interpret and apply policies, procedures and legislative requirements;
- Ability to effectively present information to senior management;
- Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high-quality outcomes;
- Sound computer skills, including Microsoft Office suite.

Essential

- Five (5) years demonstrated experience in a regulatory compliance role;
- Certificate IV in Government (Statutory Compliance) or equivalent; OR a combination of skills, knowledge, expertise, experience, qualifications and/or training attained, through previous appointments, service and/or study in order to effectively undertake the range of responsibilities;
- Experience in dealing with the Public;
- Proven experience in understanding legislation, case management for all aspects of investigations, including legislative breaches and Council representation to external agencies and court;
- Current QLD “C” class drivers’ licence.

Desirable

- Certificate in Animal Handling or equivalent experience in Animal handling.

Skills

Essential

- Well-developed written and verbal communication skills including the ability to provide appropriate consultation and education to other council officers and stakeholders on Local Law matters;
- Well-developed skills in conflict resolution and dealing with difficult people;
- Sound literacy and numeracy skills including report writing and comprehension and attention to detail;
- Demonstrated time management skills including prioritising of work and managing multiple tasks;
- Exercise judgement and contribute knowledge and skills where procedures are not clearly defined;
- Sound computer skills including use of Microsoft Office suite;
- Well-developed investigative skills;
- Ability to keep accurate records, both electronically and written;
- Possess sound skills in operation of Microsoft Applications.

Knowledge

Essential

- Sound knowledge of relevant Acts, Regulations, Local Laws and Policies and how they work together in administering Local Laws in the community;
- Sound knowledge and understanding of notices and correspondence;
- Sound knowledge of human behaviour in a regulatory environment.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position’s objectives.

They must also reflect Council’s strong commitment to outstanding client service.