



Collaboration



Communication



Integrity



Efficiency



Leadership

<b>Position Title</b>	Environment and Conservation Manager				
<b>Department</b>	Environment and Sustainability	<b>Branch</b>	Natural Environment		
<b>Section</b>	Choose an item.	<b>Instrument</b>	Contract	<b>Level</b>	Contract

<b>Our Purpose</b>	Together we proudly enhance the quality of life for our community.				
<b>Our Values</b>	<b>Collaboration</b>	We work together towards a common purpose and understand every employee plays a role in our success.			
	<b>Communication</b>	We communicate openly and ensure diverse voices are being heard and valued.			
	<b>Integrity</b>	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.			
	<b>Efficiency</b>	We provide enhanced service to the people of Ipswich and we aim to get it right, first time.			
	<b>Leadership</b>	We engage the heads, hearts and hands of our people to achieve our purpose. Recognition is part of our every day.			

### ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland's capital, Ipswich is the state's fastest growing area and oldest provincial city. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of quality services to the community.

### PURPOSE OF THE POSITION

Lead the conservation, waterways, and environmental management teams within the Natural Environment Branch to help achieve the Corporate and Operational Plan objectives and goals under the Natural and Sustainable Theme.

This will be achieved through guiding, leading and overseeing the development, implementation and reporting on key strategies, policies and procedures which govern and direct the work of the Environment and Conservation Section and their contribution to the Natural Environment Branch, and Environment and Sustainability Department.

The position undertakes and provides strategic direction for citywide strategic level planning, management, development, monitoring, and evaluation of activities relating to key policies and strategies including those focusing on Nature Conservation, Catchment and Waterway Health, and Environmental Management.

### REPORTING LINE

This position reports to the Manager, Natural Environment and has direct reports.

## ACCOUNTABILITIES

1. Lead, empower and coach the Environment and Conservation section to build a high-performing and collaborative workforce.
2. Lead the coordination, development, delivery and monitoring of strategic policy, planning tools and implementation guidelines relating to, but not limited to, natural assets conservation, biodiversity, biosecurity, catchment and waterway health, stormwater quality, Native Title (future acts), Cultural Heritage, environmental management, disturbed land management, conservation estate master planning and acquisition, urban greening, and other strategic environmental aspects as appropriate.
3. Provide leadership in managing and monitoring the section's budget, delivery against specialist revenue streams, and investigate opportunities for grants and other revenue sources to facilitate further delivery of strategic priorities.
4. Supervise multiple projects requiring high levels of coordination across multiple council departments, external agencies, and key stakeholders.
5. Provide specialist advice and leadership in the development of a Council-wide Environmental Management System for managing disturbed land, and compliance of internal capital delivery projects and operational activities against relevant state and Commonwealth legislation requirements.
6. Manage and ensure organisational alignment and adherence to Council's Cultural Heritage requirements, Native Title (future acts) obligations and broader Traditional Owner engagement.
7. Liaise, consult, and provide specialist and strategic advice to government agencies, councillors, internal and external stakeholders, and the broader community in relation to the collaborative strategic environmental values and outcomes for the City, and provide advice on environmental best practice and legislative requirements.
8. Undertake a range of administrative duties including effective and clear report writing, correspondence, records management, budgeting and financial monitoring and external fund management.

## QUALIFICATIONS

### Mandatory:

- Degree in Environmental Management, Natural Resource Management, Catchment Management or similar.
- Minimum three (3) years' experience in environmental management, natural resource management or catchment management.
- Minimum three (3) years' experience leading or managing a team or teams.

### Desirable:

- Post-Graduate qualifications in a related field.
- Management of senior officers and technical experts including engineers managing medium to large strategic operational and capital budgets and portfolios.

## SELECTION CRITERIA

1. High level of interpersonal, communication and liaison skills to enable the effective and efficient representation of Council in a variety of forums and communication with a range of internal and external stakeholders on natural resource and waterway management issues.
2. High level of experience leading a multidisciplinary technical team.
3. Extensive knowledge of policy and strategy development principles, preferably within a local or state government environment.
4. Substantial skills in efficient management of multiple complex projects with limited supervision within specified time frames, and ability to manage budgetary and other constraints.
5. Substantial knowledge of the principles of environmental management, natural resource management, catchment management and waterway management.
6. Substantial skills in researching and providing innovative solutions to problems and issues.
7. Substantial analytical, computer, report writing and verbal communication skills.

## GENERAL

This position description reflects a summary of the key accountabilities of the position, it is not an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer's skills, competence and training.

## CORPORATE EXPECTATIONS

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
  - Plan work activities identifying hazards and controls in consultation with workers
  - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments)
  - Investigate all accidents and near misses using the appropriate tools and recording systems
  - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
  - Participate in the resolution of WHS issues in work areas, projects and sites
  - Cease and reassess work if a hazard control measure fails or is ineffective
  - Assist in workforce planning and training
  - Ensure workers attend scheduled safety training
  - Communicate hazards and controls as identified in the planning process
  - Report on issues/incidents/hazards and near misses related to work activities
  - Conduct regular safety conversations/Interactions
  - Ensure accountability of workers.
- Employees are expected to be familiar with and follow the spirit and content of Council's People and Culture Strategy where people feel valued and respected and ideas and perspectives are sought out.
- Employees may be required to contribute to Council's disaster response and recovery capabilities, where aligned to their function and role.