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## Position Description

Role:	Team Leader Sustainability
Department/Section:	Environment and Planning / Environment and Open Space
Reports to:	Manager Environment and Open Space
Responsible for:	2 Staff

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### WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

### MAIN PURPOSE

Reporting to the Manager Environment and Open Space, the Team Leader Sustainability is accountable for the implementation of Council's Environmental Management Plans. This will include the development of a new Council Climate Action Plan and Resilience Strategy.

The position will be responsible for delivering to the Mosman community the provision of high quality sustainability projects and education campaigns to promote sustainable behaviour and practices within Council and our community. This will include representing Council on committees and working groups and the liaison and consultation with the community, all levels of government and other key stakeholders and industry specialists.

The position will lead a team comprising two staff including a Sustainability Officer and Environmental Officer – Waste Education.

## **KEY RESPONSIBILITIES**

- Supervise, guide and support Council's Sustainability Officer and Environmental Officer – Waste Education
- Ensure team provides Customer Service as per Council's Customer Service Charter
- Represent Council on committees and working groups as required
- Develop and deliver community/staff education and engagement programs including education in waste management
- Coordinate the data collection and preparation of the State of the Environment Report
- Prepare with assistance from Manager Environment and Open Space complex strategic, technical and Council reports
- Systematic review of Council's existing plans including but not limited to Council's Environmental Management Plan, Greenhouse Gas Reduction Plan and Water Savings Action Plan
- Undertake data collection (including development of baseline data) and a re-inventory of Council's greenhouse gas emissions
- Develop a Climate Change Action Plan and Resilience Strategy
- Manage projects and contracts
- Lead and/or participate in project teams
- Prepare and provide input into grant applications
- Monitor, review and report upon changes in relevant environmental legislation
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy

## **OTHER DUTIES**

- Assist the Manager Environment and Open Space in undertaking an annual and quarterly review of MOSPLAN
- Maintain records, prepare statistics and manage data

Other duties may be allocated by the Manager and Senior Staff. These will be in accordance with the employee's range of skills, competence, training and /or experience or be part of a training/development plan.

## **WORK HEALTH AND SAFETY RESPONSIBILITIES**

This position is responsible for the day to day supervision of your workers, contractors and volunteers and for ensuring that all tasks are performed safely.

In particular, the Team Leader Sustainability will:

- Ensure as far as is reasonably practicable all tasks are performed in accordance with legislative requirements
- Ensure as far as is reasonably practicable all tasks are performed in accordance with the safe work method statements and safe operating procedures
- Verify the effectiveness of control measures at appropriate intervals – including monitoring compliance with safe work procedures, site induction requirements and permits to work
- Respond to issues raised through the consultative process and ensure appropriate actions are taken when it relates to their area of influence and responsibility
- Review all Council activities within their area of responsibility and undertake steps to improve safety
- Conduct regular WHS inspections of immediate work area and take necessary corrective action
- Promote WHS with workers, contractors, volunteers and the public
- Ensure as far as is reasonably practicable reported hazards and other WHS issues are dealt with immediately or discussed with Managers without delay
- Facilitate and support workers, contractors and volunteers participation in relevant WHS training
- Support all injured persons and ensure they are adequately cared for immediately following an accident
- Investigate incidents and near misses, take action and/or make recommendations to ensure they are mitigated and do not re-occur
- Keep the managers informed on all aspects of implementation of the WHS Corporate Practice within their area of responsibility
- Fulfil "worker" WHS responsibilities as listed in Mosman Council's Work Health and Safety Corporate Practice

## **SKILLS AND COMPETENCIES - Selection Criteria**

### **Essential:**

- Tertiary qualifications in sustainability, environmental science, environmental management or equivalent with a minimum of 7 years' relevant experience
- Demonstrated experience in a supervisory role or as a leader of project teams (minimum of two years)
- Excellent communication skills (verbal and written) coupled with proven high level interpersonal skills, including liaison with a range of stakeholders, conflict resolution and negotiation
- Demonstrated experience in planning and managing multiple projects to meet deadlines and achieve performance targets
- Demonstrated experience in the delivery of successful community environmental education and engagement programs
- Thorough knowledge of, and the ability to research, analyse and report on, prevalent and emerging environmental/sustainability issues as they relate to and impact upon the activities and responsibilities of local government
- Demonstrated success in the preparation of detailed strategic documents and technical reports including development of policy documents
- Demonstrated commitment to high quality customer service and continuous improvement strategies
- Computer proficiency with Windows applications, and the ability to record and maintain accurate information within the Corporate Information Management System in accordance with organisational procedures and protocols
- Understanding of WHS issues in the workplace and EEO principles

### **Desirable:**

- Experience in Local Government, and /or an understanding of local government processes and practices

## Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2017*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Tertiary qualifications in environmental science, environmental management or equivalent
Experience:	Minimum five years working in an environmental role and two years in a supervisory role
Commencing Salary / Range:	Group G Council Salary System plus Superannuation Band 3, Level 3
Position Approved By:	Director Environment and Planning
Approved Date:	January 2020

### **Employee only:**

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature ..... Date.....