



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** **Manager Public and Environmental Services**

**REPORTS TO:** Director Sustainable Environment and Economy

**DIRECTORATE:** Sustainable Environment and Economy

**BRANCH:** Public & Environmental Services

**CLASSIFICATION:** Manager Grade A

- AREA OF OPERATIONS:**
- Environmental Health Services
  - Community Enforcement Services
  - Compliance Planning
  - Administrative Support Services (PES)

**CONTACTS:**

<b>Internal</b>	<b>External</b>
Councillors and Mayor	Customers
General Management and staff at all levels	Consultants
	Contractors
	Government Departments
	Community Organisations
	Courts

**Position of Trust**

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

**POSITION OBJECTIVE:**

As a key member of Council's Sustainable Environment & Economy Directorate, the Manager is responsible for leading a team in the provision of efficient and effective public health, compliance planning and community enforcement services and projects, in accordance with statutory requirements and Council standards.

## ORGANISATION VALUES

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM  
AND PURPOSE



WE ARE OPEN, HONEST AND  
RESPECTFUL



WE FOSTER WELLBEING  
AND CREATIVITY



WE ACHIEVE OUR GOALS AND  
SUCCEED TOGETHER

## OVERALL RESPONSIBILITIES:

- Ensure the delivery of services and projects in accordance with Council's Community Strategic Plan, Delivery Program and Operational Plan.
- Lead and maximise performance to achieve a high level of customer service, productivity and efficiency by providing strategic direction, expert advice and leadership to the team and broader Directorate.
- Act as the principal adviser to the Director on matters relating to public health and community enforcement services and other areas of expertise.
- Actively monitor the community, industry developments, government and regulatory impacts and proactively advise the Director of implications.
- Work collaboratively with the Director and Council's wider management team to identify and address issues and matters of organisation-wide significance.
- Develop strong relationships and partnerships with community groups and customers, particularly in relation to the community's participation in decision-making.

## ORGANISATIONAL DEVELOPMENT:

Contribute to a culture of continuous improvement, effective and enjoyable work practices and relationships.

## WORK HEALTH & SAFETY OBLIGATIONS:

Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's workplace operational health, safety and environmental management policies, protocols, procedures and practices.







## QUALIFICATIONS:

Tertiary qualifications in Natural Resource Management, Planning, Law, Public Health or equivalent

**CAPABILITIES FOR THE ROLE:**

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Advanced
	<b>Display Resilience and Adaptability</b>	<b>Advanced</b>
	Act with Integrity	Advanced
 <b>Relationships</b>	Communicate and Engage	Advanced
	<b>Community and Customer Focus</b>	<b>Advanced</b>
	Work Collaboratively	Advanced
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Create and Innovate	Adept
 <b>Resources</b>	Deliver Results	Advanced
	<b>Finance</b>	<b>Adept</b>
	Assets and Tools	Adept
 <b>Workforce Leadership</b>	Technology and Information	Adept
	Procurement and Contracts	Adept
	Manage and Develop People	Advanced
 <b>Workforce Leadership</b>	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	<b>Lead and Manage Change</b>	<b>Advanced</b>

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> <li>• Is flexible and readily adjusts own style and approach to suit the situation</li> <li>• Adjusts tactics or priorities in response to changes in the organisational environment</li> <li>• Gives frank, honest advice, even in the face of strong, contrary views</li> <li>• Accepts criticism of own ideas and responds in a thoughtful and considered way</li> <li>• Welcomes challenges and persists in raising and working through difficult issues</li> <li>• Shows composure and decisiveness in dealing with difficult and controversial issues</li> </ul>
<b>Relationships</b> Community and Customer Focus	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of business process design</li> <li>• Makes improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>

**Local Government Capability Framework**

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> </ul>
<b>Workforce Leadership</b> Lead and Manager Change	Advanced	<ul style="list-style-type: none"> <li>• Translates change initiatives into practical strategies, including the role of staff in implementing them</li> <li>• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders</li> <li>• Develops appropriate approaches to involve staff and stakeholders at various stages of the project</li> <li>• Implements structured processes to manage structural, system, process and cultural barriers to change</li> <li>• Provides coaching and leadership in times of uncertainty and difficulty for staff</li> </ul>

**PRESENT OCCUPANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** *Director Sustainable Environment & Economy*

**SIGNATURE:** \_\_\_\_\_