

## POSITION DETAILS

<b>Position Title:</b>	Resource and Resilience Officer	<b>Position Grade</b>	9
<b>Unit/Group:</b>	Environment Department /City Planning and Environment	<b>Position Status / Hours per Week:</b>	Full Time 35hrs/ 5 days

## PRIMARY PURPOSE OF THE POSITION

Within the Environment Department and across its relevant accountabilities your primary purpose is to:

- Lead the implementation of Council's Ryde Resilience Plan 2030 for the City, through development and delivery of projects and programs for community addressing the future impacts of climate change, urbanisation and future risk strategies to manage growth for our community.
- Work to embed resilience into future council policy and planning policies to manage shocks and stresses impacting the natural resources, the environment and community.
- Work with the community to provide efficient, risk responsive, and customer-focussed services to ensure protection of the local environment, towards improving community resource behaviour and considerations to better align with the principles of ecological sustainable development, resilience building and sustainability.
- Work within the Environment Department on projects relating to efficient resource management developing programs, strategies and education on resource improvement and reduction
- Work across council departments, inter-agencies and stakeholder groups to report on the progress of projects delivered as aligned with outcomes under the Ryde Resilience Plan 2030 and resource efficiency
- Coordinate to ensure timely and strategic delivery of capital and base budget project works across the Department and external stakeholder groups contributing to organisational outcomes

## SELECTION CRITERIA

### Essential Qualifications and Experience

- A relevant graduate degree level qualification or equivalent recognised tertiary qualification in environmental management, urban strategy or planning, resource efficiency, climate change, environmental science or related discipline with proven experience in delivery across similar areas.
- Extensive experience in project management and demonstrated ability to manage multiple projects to timeframe and budget including environmental reporting.
- Experience in the delivery of community education and events within outcome areas as related to building community resilience, emergency preparedness and environmental sustainability activities and programs.
- Demonstrated experience in implementing strategy, policy and report writing
- Excellent written and verbal communication, presentation and technical advisory skills

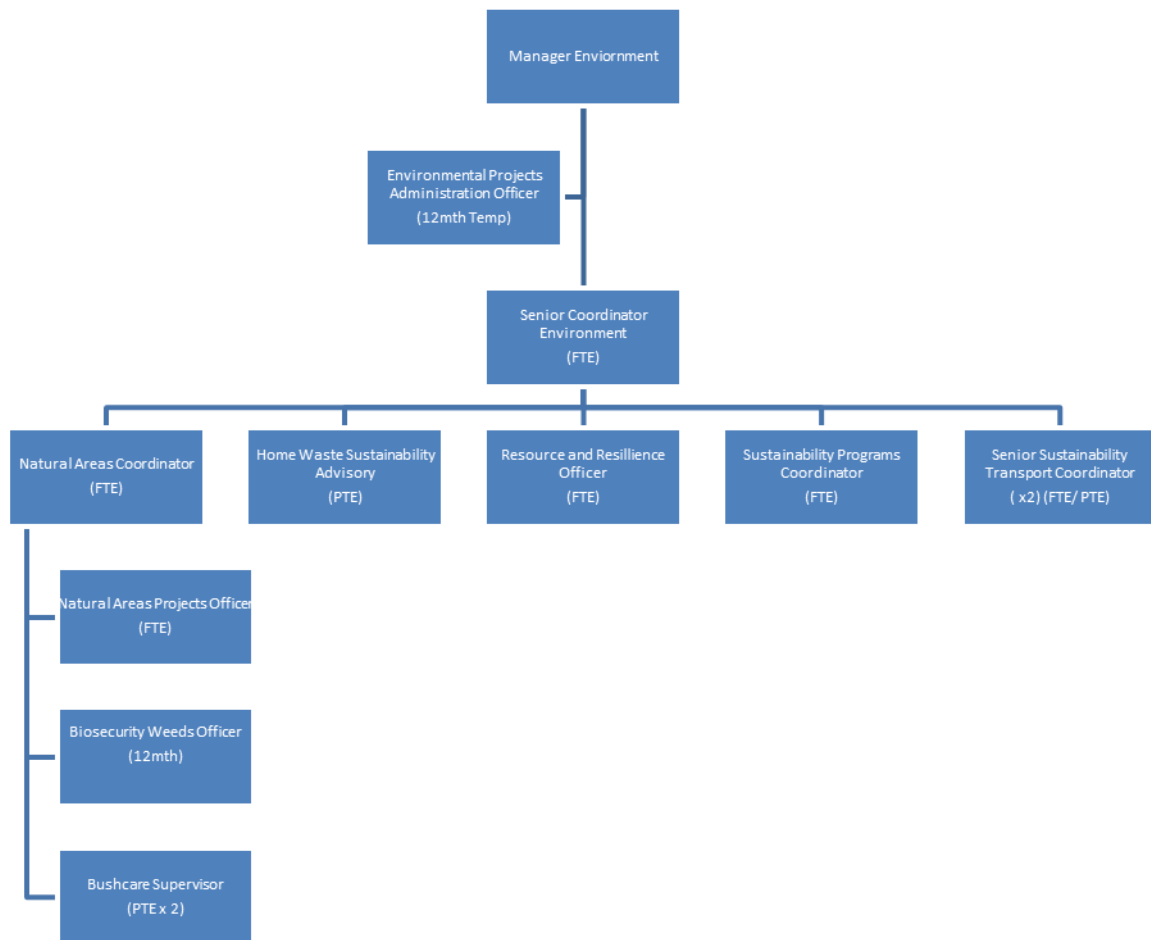
### Essential Technical Skills

- Knowledge of risks and issues as related climate change and mitigation, resilience and environmental sustainability issues and related legislation, policies and principles
- Excellent project management skills to develop and deliver multi-faceted projects tailored to diverse audiences for demonstrated and specific outcomes
- Excellent oral and written communication skills including the ability to prepare detailed correspondence, reports and submissions
- Ability to resolve technical viewpoints to provide education on key issues as related to resilience building and resource efficiency

### Desired Skills

- Experience in grant application for sustainability, resilience and environmental projects and delivery of these as related to reporting requirements
- Excellent time and records management to deliver multi-faceted projects and programs
- Delivery of community facing programs and events including to culturally and linguistically diverse audiences
- Autonomous and strategic thinker to disseminate complex issues to a variety of stakeholders
- Strong community engagement skills

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Planning and Strategy Directorate of the organisation.

- Natural waterways quality monitoring service
- Natural Areas Management
- Environmental reporting service
- Community environmental education service
- Corporate environmental sustainability development and management
- Sustainable transport development
- Climate Risk and Resilience planning

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
2	To adhere to Council plans, policies, procedures and Code of Conduct
3	To understand, adhere and promote all WHS&E policies and procedures
4	To understand, adhere and promote Council's EEO policies and procedures.
5	To engage with the community in accordance with Council's policies
6	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
7	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
8	To manage budgets, within your delegation
9	To achieve best value for money
10	To efficiently manage built assets and resources, within your delegation
11	To actively document all policies, procedures, projects and activities (as required)
12	To actively share information and knowledge on issues, training and better practice to relevant staff
13	To identify improvements of processes to maximise service delivery
14	To deliver all project deliverables through PMC methodology
15	To identify and minimise exposure to risk
16	To actively work toward delivering City of Ryde's Leadership Model.
17	To manage people to realise their individual and team potential, within your delegation
18	To be involved in or provide feedback on corporate initiatives
19	To positively and proactively work with others across the organisation to deliver the outcomes
20	To provide advice to support ET and Councillors in decision making
21	To build and strengthen strategic partnerships with key stakeholders
22	To recognise and reward results, within your delegation

23	To model Council's values
24	To create and contribute to a positive work environment within my team, my Unit and the workplace.
25	To initiate relevant training in accordance with organisational, service and staff requirements
26	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
27	To keep abreast of and apply industry wide trends, better practice and innovation

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### Safety

We work safely at all times to prevent injuries to ourselves, our team and members of the public

### Teamwork

We work together with respect and support

### Ethics

We are honest, responsible and accountable for our actions

### Professionalism

We deliver effective service to the community with consistent decision-making

## DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager is attached.

## DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	