*** Hornsby Shire Council***

**Service Trust Innovation Respect**

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| Position Description **Natural Resources Strategy Manager** |  |

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| **Directorate**  |  **Environment and Human Services** |
| **Location**  |  **Hornsby NSW** |
| **Classification/Grade/Band** |  **Grade 12 (STC)** |
| **Position Code** |  **341851** |
| **Date position description approved** |  **8 May 2019** |

# **Council overview**

Hornsby Shire is home to approximately 150,000 people. The traditional owners of the Shire are the Aboriginal people of the Darug and Guringai language groups.

Hornsby Shire covers about 500 square kilometres and two thirds of the Shire comprises national park and bushland, with major waterways and rural landscape in the north and higher population densities in the southern parts of the Shire. Hornsby CBD is 25 kilometres north of the Sydney CBD.

The elected council for Hornsby Shire consists of 10 councillors, made up of a popularly elected Mayor and three councillors representing each of the three wards.

The local community value the natural environment, particularly the bushland, national parks, trees and green spaces of the Hornsby Shire. We are committed to collaboratively implementing infrastructure, sustainability, liveability, productivity and affordability initiatives to ensure our Bushland Shire thrives now and into the future.

# **Council values**

The guiding principles of service, trust, respect and innovation define how Hornsby Shire Council strengthens its working environment to deliver on the aspirations of our community.

# **Primary purpose of the position**

This role will lead the delivery of key strategic biodiversity and catchment initiatives through the development of robust internal and external stakeholder relationships to ensure the organisation’s operations are delivered effectively, leading to better outcomes for the community and the environment.

The environment within the Hornsby Shire has characteristics, qualities and uses that mean there are particular challenges for the Strategy Manager, Natural Resources. These challenges arise from human settlements and activities that are within or in close proximity to natural resources which can lead to loss of natural character, landscape values and wild or scenic areas due to human development and landscape modification.

# **Key accountabilities**

Within the area of responsibility, this role is required to:

* Provide leadership and direction to a multi-disciplinary team, including managing operational issues to ensure continuous service delivery and developing the capability of team members in a collaborative team environment.
* Make recommendations to Council's Integrated Planning and Reporting framework (IP&R) to ensure Council’s decision making processes achieve the community’s long term goals in a sustainable manner.
* Lead initiatives which embed Council’s corporate strategy, strategic directions and key performance indicators into the day to day operations of Council staff to ensure staff have ownership and accountability for the delivery of the community’s vision.
* Establish effective stakeholder management with the ability to build relationships and influence stakeholders to deliver on key Council priorities, particularly biodiversity and catchment management.
* Be the trusted advisor in environmental matters across Council to ensure strategic projects and actions consider and enhance social, environmental and economic outcomes for the community.
* Lead and undertake research, analysis and review of complex policy issues to ensure that decision making is based on sound evidence.
* To keep abreast of emerging strategic issues / trends to ensure the Council is kept informed of any impacts and be in a position to proactively respond to any impacts.
* Model good leadership to inspire direction and delivery, develop people, and drive change.

# **Key challenges**

* To prioritise the work of the team who are responsible for biodiversity and catchment management initiatives, including managing multiple projects with competing deadlines.
* To engender ownership and proactive utilisation of Council’s Integrated Planning and Reporting framework to drive the day to day operations of Council staff.
* Ensuring an integrated, collaborative organisational approach in the development of key strategic projects.

Key internal relationships

| Who | Why |
| --- | --- |
| Natural Resources Manager, General Manager and Executive Management team. | Liaise to obtain strategic direction and guidance on matters.Provide updates, advice, information and recommendations on projects and priorities.Manage and escalate issues as appropriate. |
| Branch Managers and Natural Resources staff | Provide updates, advice, information and recommendations on projects and priorities. |

# **Key external relationships**

|  |  |
| --- | --- |
|  Who | **Why** |
| Government and Non-Government agencies, Community organisations, and community | Establish and maintain collaborative relationships with a community focus. |
| Consultants | Negotiate and approve contract and service agreements |
| Professional networks and industry bodies | To maintain and enhance industry knowledge, including keeping abreast of best practice and industry trends. |

# **Key dimensions**

# **Decision making**

This position is responsible for the effective management of biodiversity and catchment management activities within the Natural Resources Branch.

The position implements the decisions made by Council, the General Manager and Manager, Natural Resources. In addition, this position makes decisions and acts within Council's core values, ethical standards, strategic plans and priorities and legislative and regulatory framework

# **Reports to**

Manager, Natural Resources

#  **Direct reports**

6

Catchment Remediation Education Officer, Environmental Scientist Water Catchments, Environmental Scientist Estuaries, Environmental Scientist Biodiversity and Planning, Co-ordinator Bushfire Management and Environmental GIS

# **Estimated number of indirect reports**

5

# **Essential requirements**

Degree in an environmental science discipline and significant knowledge and experience within local government, public sector or similar environment.

Senior First Aid Certificate or willingness to obtain one.

Current NSW Class C driver licence.

# **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** |
| **Personal attributes** | Manage Self | Adept |
| Display Resilience and Adaptability | Adept |
| Act with Integrity | Advanced |
| **Demonstrate Accountability** | **Advanced** |
| **Relationships** | **Communicate and Engage** | **Advanced** |
| Community and Customer Focus | Adept |
| Work Collaboratively | Adept |
| Influence and Negotiate | Adept |
| **Results** | Plan and Prioritise | Adept |
| Think and Solve Problems | Adept |
| **Create and Innovate** | **Advanced** |
| **Deliver Results** | **Adept** |
| **Resources** | **Finance** | **Intermediate** |
| Assets and Tools | Adept |
| Technology and Information | Intermediate |
| Procurement and Contracts | Adept |
| **Workforce Leadership** | Manage and Develop People | Adept |
| **Inspire Direction and Purpose** | **Adept** |
| Optimise Workforce Contribution | Intermediate |
| Lead and Manage Change | Intermediate |

**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** |
| **Personal Attributes**Demonstrate Accountability | Advanced | * Is prepared to make decisions involving tough choices and weighing of risks
* Addresses situations before they become crises and identifies measures to avoid recurrence
* Takes responsibility for outcomes, including mistakes and failures
* Coaches team members to take responsibility for addressing and resolving challenging situations
* Oversees implementation of safe work practices and the risk management framework
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| **Relationships**Communicate and Engage | Advanced | * Presents with credibility and engages varied audiences
* Translates complex information concisely for diverse audiences
* Creates opportunities for others to contribute to discussion and debate
* Demonstrates active listening skills, using techniques that contribute to a deeper understanding
* Is attuned to the needs of diverse audiences, adjusting style and approach flexibly
* Prepares (or coordinates preparation of) high impact written documents and presentations
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| **Results**Create and Innovate | Advanced | * Encourages independent thinking and new ideas from others
* Draws on developments and trends in the industry and beyond to develop solutions
* Supports experimentation and rapid prototyping to test and refine innovative solutions
* Develops/champions innovative solutions with long standing, organisation-wide impact
* Explores creative alternatives to improve management systems, processes and practices
* Contributes own knowledge and experience to staff training and development sessions
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| **Results**Deliver Results | Adept | * Takes responsibility for the quality and timeliness of the team's work products
* Ensures team understands goals and expectations
* Shares the broader context for projects and tasks with the team
* Identifies resource needs, including team, budget, information and tools
* Allocates responsibilities and resources appropriately
* Gives team members appropriate flexibility to decide how to get the job done
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| **Resources**Finance | Intermediate | * Presents basic financial information clearly and in an appropriate format
* Uses funds and records financial transactions in line with financial audit and reporting obligations
* Makes expenditure decisions within budget limits
* Uses financial and other resources responsibly and helps others understand their obligations to do so
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| **Workforce Leadership**Inspire Direction and Purpose | Adept | * Demonstrates passion, enthusiasm and personal dedication to the organisation's vision
* Translates organisation and unit objectives into team goals and plans to help staff understand the links
* Builds a shared sense of purpose through involving people in the process of cascading goals
* Motivates staff by providing autonomy in how they do their work, saying thanks and celebrating successes
* Takes opportunities to recognise and reward individual and team efforts and performance
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