

POSITION DESCRIPTION



M: PO Box 733, BENDIGO 3552
A: 15 Hopetoun Street, Bendigo
P: (03) 5434 6000
W: www.bendigo.vic.gov.au

POSITION TITLE & NUMBER: Manager Climate Change and Environment (#957)
EMPLOYMENT STATUS: Full Time, temporary 5-year contract
CLASSIFICATION: Senior Officer
UNIT: Climate Change and Environment

THE CITY

The City of Greater Bendigo's vision – "Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future". We aspire to be a values driven organisation, are a flexible employer, embrace diversity, have generous leave provisions, encourage staff training and development and provide a supportive, team orientated work place. Further information is found at www.bendigo.vic.gov.au

THE DIRECTORATE

The Health and Wellbeing Directorate works in partnership with the community to ensure it is:

- Healthy and well
- Safe and secure
- Able to participate
- Connected to culture and community
- Liveable and environmentally sustainable

We do this by providing leadership, planning, policy development, service delivery, capacity building and supporting the delivery of community infrastructure using approaches that are evidence informed, apply an equity lens and are continuously evaluated.

THE UNIT

The Climate Change and Environment Unit takes a leadership role in ensuring the delivering of integrated policy, strategy, projects, programs and infrastructure across the organisation and in partnership with government agencies, Traditional Owners and the wider community. This includes fulfilling the new climate change principle under the Local Government Act 2020.

Key drivers, policies and strategies guiding this work include:

- Council's Climate and Biodiversity Breakdown Resolution
- Greater Bendigo Council Plan (currently being updated)
- Greater Bendigo Environment Strategy (currently being updated)
- Greening Greater Bendigo
- Circular Economy Policy
- Water Sensitive Bendigo
- Reimagining Bendigo Creek
- A stronger Greater Bendigo: Economic Development Strategy
- Greater Bendigo Health and Wellbeing Plan (currently being updated)
- Greater Bendigo Food Systems Strategy

Our Values & Behaviours



POSITION OBJECTIVE

- Lead and manage the Climate Change and Environment Unit ensuring delivery of relevant policy, strategy, projects, programs and infrastructure. Focus areas include strategic management of energy and water, climate change mitigation and adaptation, environmentally sustainable design, biodiversity and urban cooling, and a sustainable resource recovery future through a circular economy approach.

KEY RESPONSIBILITIES AND DUTIES

Leadership and Management

- Provide leadership, direction and support for delegated staff.
- Strengthen the culture and team work across the unit.
- Ensure high levels of performance and accountability.
- Lead annual business planning and risk management.
- Ensure contemporary recruitment, induction and staff supervision practices.
- Promote staff learning and development.
- Contribute to leadership of the Health and Wellbeing Directorate and wider organisation as an active member of the Organisation Leadership Team.
- Ensure compliance of the Unit with contractual, organisational and legislative requirements.

Policy, Strategy and Program Development

- Develop and implement evidence-based policy, strategy and programs that respond to evolving legislative requirements and industry changes relating to the environment, water, climate change and adaptation, and circular economy working with relevant internal and external partners.
- Establish and support appropriate internal and external governance structures to support implementation including an effective monitoring, evaluation and reporting program.
- Provide the Director, Executive and Council with relevant policy and program advice as needed.

Relationships, Liaison/Co-ordination

- Establish and maintain productive, respectful relationships with the Executive, Council, other managers and staff who interact with the Unit.
- Develop and maintain strong working relationships with state government departments and agencies, industry leaders, advocacy groups and the community.
- Establish and maintain collaborative projects with relevant external agencies and organisations.
- Promote the work of Council on climate change and environment internally and externally.
- Represent Council on advisory committees or other relevant functions/meetings.

Innovation and Continuous Improvement

- Drive new thinking about emerging climate, environmental and associated government policy trends.
- Drive innovation to realise Greater Bendigo's advantages and opportunities to meet future challenges and position Greater Bendigo as a leading sustainable regional city.
- Undertake regular benchmarking of practice to identify opportunities for improvement.

Customers and the Community

- Be responsive to community needs and meet the requirements of the Customer Service Charter.
- Seek regular feedback from the community and ensure community engagement practices align with best practice.

Financial Performance and Procurement

- Prepare the Unit's annual budget and budget submissions in accordance with Council, organisational and Unit strategies and in accordance with organisational timeframes and standards.
- Manage expenditure in accordance with approved budgets for each work area and prepare monthly reports.
- Ensure compliance with corporate requirements for procurement, project management, risk management and contract administration.
- Ensure compliance with relevant funding and service agreements.

OHS and EEO responsibilities

- Ensure compliance of all staff and contractors with respect to Equal Opportunity policy, procedures and requirements
- Ensure the workplace is free from harassment, bullying behaviour and discrimination and supports the diverse skills, backgrounds and values of others.
- Ensure a safe workplace for staff, clients, volunteers and visitors including:
 - Ensuring safe and proper work practices are employed by staff and contractors in all workplaces.
 - Taking all reasonable care in the performance of duties to prevent injuries to self or others (including members of the public).
 - Working constructively and co-operatively and consult with elected Health and Safety Representatives regarding workplace OH&S changes and issues.
 - Reporting all injuries, accidents, incidents or unsafe conditions in the workplace and co-operating in rehabilitation of fellow employees including reasonable workplace changes and facilitating the early return to work of injured employees.
 - Implementing safe work practices and procedures at all times – is this a double up?
 - Compliance with Occupational Health and Safety regulations relevant to the tasks performed.
 - Participate and complete relevant risk assessments and other OH&S documentation as required.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	<ul style="list-style-type: none"> • Leadership and experience with staff development and management • Technically proficient including attention to detail, critical thinking problem solving and innovative approaches • Proficient in managing budgets, timelines and quality of work • Proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities
Personal attributes:	<ul style="list-style-type: none"> • Excellent communication and influencing skills, • Strong self-awareness and empathy for others • Supportive mentor to staff and colleagues including motivating, encouraging and understanding • A high level of political acumen • Strong ability to build and maintain relationships and networks with diverse internal and external clients

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Health and Wellbeing
Supervises:	Climate Change and Environment Coordinators and staff (8 FTE)
Internal Liaisons:	Councillors, Chief Executive Officer, Executive Management Team, Unit Managers, Corporate Support staff, City employees and volunteers

External Liaisons:	<p>Government Agencies including: Department of Environment, Land, Water and Planning; Parks Victoria; Sustainability Victoria; Coliban Water; North Central Catchment Management; Environment Protection Authority; Goulburn-Murray Water; Regional Development Victoria</p> <p>Traditional Owners: Dja Dja Wurrung and Taungurung</p> <p>Local Governments – neighbouring and across the State</p> <p>Community Groups such as Bendigo Sustainability Group</p> <p>Peak bodies and associations including: Municipal Association of Victoria; Council Alliance for a Sustainable Built Environment; Central Victorian Greenhouse Alliance Council Committees, Sustainability and Environment Advisory Committee</p> <p>Businesses and local industries</p>
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ADDITIONAL INFORMATION

- As part of the City's Recruitment and Selection and related policies, a satisfactory Police Record Check, and current Working with Children Check is required for this position.
- You may be provided with or use equipment that contains electronic monitoring devices.
- A current Victorian driver's licence.

QUALIFICATIONS

- Relevant tertiary qualifications and/or additional post graduate qualifications in management and relevant environmental and/or climate change discipline will be highly regarded.

KEY SELECTION CRITERIA

- Constructive leader who works in alignment with the values of the organisation.
- Technical skills and experience in leading the development and delivery of significant environment and/or climate change policy, projects and programs for local government or large organisations
- Ability to drive performance and accountability.
- Innovative and strategic thinker.
- Ability to deliver complex projects on time on budget.
- Ability to influence positive environmental outcomes and bring people together to make collective decisions.
- Significant experience in building productive, collaborative partnerships and networks.
- Strong communication skills, verbal and written.

APPLICATION GUIDELINES

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.