

Position Description (People Managers)

Manager Environmental Projects

Division	Chief Operations Office
Business Unit	Sustainability Strategy
Management Level	M4
Grade/Band	Band 7
Date position description approved	July 2020

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

To ensure that the City of Sydney is a leading environmental performer by maintaining and continuously improving an environmental management system (EMS) to deliver environmental outcomes effectively and efficiently, backed by metrics that demonstrate progress toward targets within Sustainable Sydney 2030 and other strategic documents.

The position is responsible for managing the EMS to ensure the implementation of a risk-based approach to delivering environmental projects and implementing improvement opportunities within the organisation. The role includes building organisational capacity and capability of staff to facilitate a decentralised model of environmental management.

The position is also responsible for the delivery of high quality and timely internal and external environmental reporting and advice that is engaging, transparent and facilitates continuous improvement. The City aims to be a leader in environmental reporting.

Key accountabilities

- Lead the continuous improvement of Council's environmental management system to ensure that it is fit for purpose, effective and efficient and facilitates environmental leadership outcomes for the City.
- Lead the development and implementation environmental sustainability policies, guidelines and procedures for Council's operations as required to support the implementation of the EMS.
- Drive environmental accountability through program delivery including providing technical advice and support to business units developing programs
- Lead the assessment of environmental management capacity and capability building programs for the organisation
- Manage the delivery of high quality and timely environmental reporting including but not limited to; the Green Report and CDP C40 Cities annual reporting
- Responsible for the incorporation of asset environmental budgeting and climate risk assessments into the City's asset management plans.
- Lead the identification of environmental risk in the delivery of Council programs, provide environmental advice, deliver specific environmental projects and organisational improvement opportunities.
- Work with Strategic Planning and Development Assessment teams to provide an effective implementation of environmental outcomes through planning controls
- Deliver an environmental audit and review program to assess environmental compliance using the EMS framework.
- Manage relevant strategic partnerships and pro-actively identifying and participating in environmental education and research, liaising with, providing advice and sharing information effectively with other Council Divisions
- Ensure that all staff are aware of and comply with all relevant Council policies and procedures
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position

Key challenges

- Managing, identifying and influencing environmental outcomes with diverse and complex stakeholders, given the need to balance competing expectations, interests and demands.
- Monitoring and reporting on delivery of Environmental Strategy actions and engaging with internal stakeholders to resource programs effectively
- Ensuring environmental performance/outcomes is embedded into the delivery of programs
- Drive behavioural change and/or develop environmental management processes to improvement business processes and staff capability.
- Strategically balance a broad range of stakeholder needs and ensure environment priorities are delivered on.

Key relationships

Who	Why
Internal	
Sustainability Director	<ul style="list-style-type: none">• Receive advice and report on progress towards business objectives and discuss future directions• Provide expert advice and contribute to decision making

Who	Why
	<ul style="list-style-type: none"> Identify emerging issues/risks and their implications and propose solutions
Direct reports	<ul style="list-style-type: none"> Guide, support, coach and mentor team members Lead discussions and decisions regarding key projects and deliverables
Stakeholders (City Services, City Projects & Property, City Life, City Planning Dev & Transport, Learning & Dev, Risk, Procurement, Marketing & Comms)	<ul style="list-style-type: none"> Provide environmental technical advice on a range of project related issues and strategies Optimise engagement to achieve defined outcomes Manage expectations and resolve issues
External	
Stakeholders (C40, LGNSW, Coastal Management Groups)	<ul style="list-style-type: none"> Engage in, consult and negotiate the development, delivery and evaluation of projects Manage expectations and resolve issues
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> Communicate needs, facilitate routine business transactions and resolve issues Negotiate and approve contracts Manage contracts and monitor the provision of service to ensure compliance with contract

Key dimensions

Decision making

- Manage in the environmental management system for the organisation including responsibility for delivering the City's environmental reporting obligations
- Provide technical environmental advice for inclusion into the City's business strategies policies processes related to operational projects and planning referral processes through the implementation of EMS.
- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

Director Sustainability

Direct reports

1 direct report

- Environmental Projects Specialist

Essential Knowledge, Skills & Experience

Essential Criteria

- Tertiary qualifications in a relevant discipline
- Environmental auditing qualification and experience
- A sound knowledge of environmental issues, environmental management, legislation and best practice relevant to Local Government
- Demonstrated experience in developing and/or managing environmental management systems including undertaking environmental risk assessments
- Demonstrated experience in producing high quality public environmental reporting and including CDP and Climate Active reports
- Demonstrated experience in developing programs to build and facilitate organisational environmental and sustainability capability.
- Highly developed leadership skills, with demonstrated ability in providing timely environmental sustainability advice to meet organisational and business goals and priorities.
- Demonstrated experience in stakeholder management, change management and relationship building to facilitate the delivery of high-quality outcomes
- Ability to implement environmental data management systems to support the monitoring, evaluation and reporting on environmental programs
- Experience in managing or supervising staff along with proven ability to build organisational capability
- Demonstrated experience in developing project delivery frameworks, negotiating project outcome and management of major projects on time and on budget.
- Highly developed written and oral communication skills, including the ability to produce high quality reports, policies and procedures, and engaging presentations.

Desirable Criteria

- Experience in asset management planning
- Experience in environmental management related to capital works, statutory planning and/or sustainable procurement

Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities 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 a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Section Unit Manager - M4
	Cultivates Productive Relationships	Section Unit Manager - M4
	Drives Results	Section Unit Manager - M4
	Develops People and Culture	Section Unit Manager - M4
	Operates Strategically	Section Unit Manager - M4
Management	Technology and Information Management	Section Unit Manager - M4
	Finance and Resource Management	Section Unit Manager - M4
	Asset Management	Section Unit Manager - M4
	Risk Management, Safety and Compliance	Section Unit Manager - M4
	Procurement and Contract Management	Section Unit Manager - M4
	Project Management	Section Unit Manager - M4
	Change Management	Section Unit Manager - M4
	People Management	Section Unit Manager - M4