

CLASSIFICATION: SEO Contract

OCCUPANT: Vacant

DATE: July 2024

POSITION CONTEXT & OBJECTIVE(S):

To provide operational oversight and direction to Local Laws, Sustainability, Waste Management and Emergency Management programs.

Protect and enhance the amenity of the City through the effective management and delivery of these services.

KEY RESPONSIBILITIES AND DUTIES:

Strategic responsibilities:

- Lead, integrate and coordinate the activities within the Branch to provide efficient and effective service delivery.
- Build a positive team based culture within the Branch to optimise staff performance and service delivery.
- Develop innovative work programs and processes where needed to deliver high quality customer focused services
- Actively participate in cross directorate projects, initiatives, and policy development to enhance Councils overall service delivery
- Provide considered and timely advice to the Director City Infrastructure and EMT.
- To gain sufficient knowledge and experience of the functions of the Directorate to effectively perform higher duties as required by the Director of City Infrastructure.
- To make recommendations to the Director City Infrastructure/EMT on strategic matters and trends affecting the Branch including but not limited to budgeting, resourcing, risk identification, management, health and safety, training and equipment needs.
- To develop and maintain effective policies, strategies and procedures to assist the Branch to perform its functions and deliver services.

Sustainability and Compliance Branch Operational Responsibilities:

1.1 Local Laws

Parking management

- Monitor, administer and where necessary implement actions with issues relating to car parking and parking management within the municipality.
- Ensure regular patrols and supervision of parking areas are undertaken in accordance with policy direction of Council.
- Liaise with local traders and the broader community to identify and resolve parking and traffic management issues.
- To identify opportunities for parking strategy improvement and implementation.
- Manage the contracts associated with the supply and upgrades of parking meters and the parking app.
- Manage and coordinate Council's responsibilities under relevant legislation including Acts, Regulations, Local Laws, Permits and Licences
- Identify deficiencies arising from the administration of the Local Law and where appropriate make proposals for change as part of the ongoing review of the Local Laws.
- Provide timely advice through the planning permit internal referral process on Local Law issues
- Provide advice, guidance and assistance to Council and the community to foster a greater understanding of the Local Laws and other legislation and their impacts
- Ensure that prosecutions by Council are undertaken and performed within the legislative requirements and that recovery of outstanding penalties is undertaken.
- Provide an equitable and transparent enforcement system including performing unbiased review of infringements where required. If necessary, seek advice from Councils "Internal Counsel" to ensure compliance with the Local Law
- Monitor paid parking trends and payment methods to enable the parking strategy to remain up to date and drive investment in parking infrastructure.

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Animal Control

- Ensure a system of investigation and action is in place in response to complaints of animal control practices and breaches of animal control legislation and oversee problematic cases
- Ensure appropriate controls and procedures are in place in the operation of the municipal pound.
- Promote shared use opportunities for the animal pound by promoting a regional approach to animal management.
- Promote awareness through education programs of the responsibilities of animal ownership.
- Contribute to the development and implement actions contained in the Domestic Animal Management Plan.

Fire Hazards and prevention

- Ensure a system of inspection and action in response to the fire hazard management program.
- Provide assistance to the Municipal Fire Prevention Officer.
- Contribute to the development and implement actions contained in the Integrated Fire Management Plan.

Emergency Management

- Ensure all emergency management legislation is adhered to.
- Implement recommendations from the Municipal Emergency Management Plan
- Complete training to enable the Manager to act as the Municipal Emergency Management Officer (MEMO)

Waste Management

- Oversee and provide direction on the waste management program, including but not limited to;
 - Management of waste collection contract
 - Represent Council on regional bodies where required
 - Promote educational activities associated with the waste program
 - Review contract specification(s) to ensure that contract documents are prepared for new/renewed contracts
- Identify efficiency gains within the program to control the cost recovery requirements for the consumer

1.2 Sustainability

- Provide operational support and where necessary, resource allocation, to enable the provision of services in the following programs;
 - Coastal Protection activities and strategies
 - Pest Plant & Animal programs
 - Marema Dog program
 - Sustainable Energy / Alternative Energy options
 - Integrated Water Management
 - Beach Access Strategy
 - Clean Waterways programs.

1.3 Management / Supervision

- Ensure overall support, co-ordination and supervision of branch staff.
- Ensure the Director City Infrastructure is kept fully informed of relevant matters where they impact more broadly on Council or the community.
- Ensure overall support, co-ordination and supervision of branch staff.
- Ensure staff are knowledgeable about organisational goals and objectives and provide a framework for the achievement of objectives.
- Ensure and maintain an annual review and staff appraisals for each employee in accordance with the EA/Award and Council procedures.
- Identify staff training needs and arrange appropriate training.
- Ensure working conditions are in accordance with occupational health and safety requirements.
- Provide reports to EMT and Council, as appropriate, on all aspects of Branch programs, services and operations.
- Ensure compliance with legislative requirements in all of the Branch's programs.
- Present reports and provide recommendations to EMT and Council when required. Also accompany staff from the Branch in the presentation of reports when required.
- Undertake higher duties for the Director City Infrastructure as may be required, and undertake duties and responsibilities of

other employees when authorised by Director.

1.4 Administration / Budget

- Preparation of Branch Budget, financial and non-financial documentation, including submissions, reporting and liaison for funding/service assistance or agreements.
- Ensure financial and other monitoring requirements of funding bodies.
- Evaluate programs and budgets to ensure effective and efficient operations.
- Participate in monthly financial reviews of Branch activities and action any items required in a timely manner

1.5 Policy Development

- Develop and implement policy for Branch programs and services, including advice/recommendations to the Chief Executive, Director City Infrastructure and the Executive Management Team (EMT).
- Ensure that stakeholders participate in decision making aspects of the infrastructure process, where appropriate.
- Establish best practice customer responsiveness measures.
- Clear and extensive experience in policy development and management of all assets.

1.6 Liaison / Representation / Co-ordination

- Liaison with State, Commonwealth and Non-Government agencies on statutory procedures, policy and resource assistance/allocation.
- Represent Council on advisory committees, hearings or other relevant functions/meetings conducted by sector or industry bodies.
- Participate and contribute to intra-organisation co-ordination and consultative mechanisms.
- Identify external funding opportunities and liaise with the appropriate agencies

1.7 Planning and Investigation

- Initiate and conduct planning and investigation in all areas of branch programs, services and operations.
- Maintain and regularly update relevant statistical data for planning and reporting purposes.
- Develop goals, objectives and performance indicators for Branch programs and operations.
- Contribute to development and monitoring of organisational goals and objectives.
- Oversee the development of annual business plans for the various functions within the Branch.

1.8 Organisation Development

- Work closely with coordinators and staff in identifying opportunities for productivity gains, workplace continuous improvement, performance enhancement and skill acquisition.
- Facilitate assessment recommendations and implementation of opportunities for structural change, where appropriate.
- Maintain a positive team based culture within the branch and act promptly and decisively in cases of poor behaviour, bullying, harassment, or non-compliance with Branch Charter and Councils code of conduct and related policies.
- Ensure staff are well trained, motivated, and equipped to perform their roles.

1.9 Business Improvement

- Work with the Director City Infrastructure to ensure levels of service and quality levels are appropriate
- Provide direction and training as required for service review processes such as Business Planning including key performance indicators
- Develop and implement community engagement programs appropriate to the branch's services.
- Develop continuous improvement strategies and targets for all services and provide support and training as required.

KEY SELECTION CRITERIA:

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria;

1. Relevant qualifications in, Local Government, Law or other related qualification or extensive experience of equivalent standard.

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2. Highly developed communication (oral and written) and interpersonal skills including sound negotiation & conflict resolution skills
3. Extensive work experience relevant to a similar role
4. Management skills with extensive experience in providing leadership and motivation and adapting to, influencing and leading change.
5. A strong and proven track record of achievement in a role involving services under this position
6. Demonstrated capacity to contribute to the corporate management of Warrnambool City Council and to be a member of a cohesive City Infrastructure Management team

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Director City Infrastructure
Supervises:	Coordinator Local Laws & Emergency Management, Coordinator Sustainability, Coordinator Waste Management, Administration Officer
Internal Contacts:	Council staff
External Contacts:	Residents, ratepayers and visitors, State Government departments, Consultants, Non-Government agencies, sector associations

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

Accountable for:

- Formulating program objectives, policies and procedures.
- Achievement of program objectives and satisfactory performance of the Branch.
- Recruitment, discipline, training and performance of staff in accordance with the Award and Council policies and procedures.
- Preparation, monitoring and control of income and expenditure relating to Branch programs and services.
- Achievement of optimum efficiency and effectiveness in the Branch's expenditure.
- Compliance with Records Management Policies, procedures and requirements.
- Understanding the principles of risk management including application to property, liability and OH&S.

Authority to:

- Vary program delivery within objectives included in the approved current budget.
- Represent Council and/or Directors as required in public forums, Council Advisory Committees, also to Local Government organisations and Government departments.
- Negotiate funding/service agreements for recommendation to the Chief Executive or responsible Director.
- Undertake duties and responsibilities of other officers when authorised by the Chief Executive or responsible Director.
- Sign orders to the value delegated to the position within the WCC Procurement Policy.

JUDGEMENT AND DECISION MAKING:

- Interpretation, assessment and advice relating to all aspects of City Infrastructure activities.

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- Methods and procedures utilised in Business Improvement.
- The need for, and timing of any issues of significance to be possibly reported to EMT, Council or Advisory Committees.
- Recommendations to the Chief Executive, responsible Director and/or EMT on Best Value matters not currently linked with Budget parameters or existing policies and procedures.

SPECIALIST KNOWLEDGE AND SKILLS:

- Specialist knowledge or legislation and regulations relating to branch programs, services and operations.
- Knowledge of current issues and State and Commonwealth policies in relation to branch services.
- An ability to implement Council's policies and strategies to achieve long-term goals.
- Demonstrated ability to prepare and monitor budgets.
- Extensive knowledge in asset management.
- Specialist knowledge of research and assessment methods relevant to Branch programs.

MANAGEMENT SKILLS:

- Demonstrated ability to program and manage activities of staff.
- Demonstrated ability to manage time and set priorities to achieve a range of outcomes within broad parameters and with little direction.
- Demonstrated ability to make decisions.
- Highly developed written and verbal skills.
- Demonstrate an ability to assess, organise and arrange for staff training.
- Demonstrate an ability to achieve goals and objectives.
- Ability to determine business support requirements of service units.

INTERPERSONAL SKILLS:

- Ability to set an environment that motivates and supports people to achieve higher levels of performance.
- Demonstrated ability to resolve conflict situations.
- Demonstrated ability to effectively counsel or communicate with employees at all levels.
- Demonstrated ability to advocate and negotiate.
- Demonstrated ability to communicate with professionals from a wide range of disciplines.

QUALIFICATIONS AND EXPERIENCE:

- Local Government, Law or other related qualification or extensive experience of equivalent standard.
- Minimum five (5) years' experience in a management position involving supervision of staff.
- Membership of an appropriate professional body is desirable.
- Experience with a local government authority within the disciplines outlined in the position description.
A current valid driver's licence.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

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Name:	
Signature:	
Date:	

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