



Environmental Planning Team Leader

Section: Strategy and Environment

Salary point: 17

Position number: PSC818

Last updated: 22 November 2024

Position objectives

The purpose of the Environmental Planning Team Leader is to provide high level professional environmental services / advice and the application of a broad range of professional skills in biodiversity and environmental assessment.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

Key responsibilities of the Environmental Planning Team Leader include:

- Provision of leadership and advice on Development Applications and Planning Proposals in respect to biodiversity and environmental management issues and compliance with relevant biodiversity and environmental legislation and policies, including the Port Stephens Council Comprehensive Koala Plan of Management.
- Provision of advice on environmental impact assessment, environmental compliance and environmental management for Council operations, including the preparation and review of approvals and permit documentation as required by the Environmental Planning and Assessment Act 1979 and other relevant legislation.
- Provision of practical, plain language and balanced advice to Council and the community as it relates to environmental impact assessment and environmental management
- Support Council and the community navigate the complexities of environmental policy, planning and regulation.
- Develops and implements policies, plans and projects to ensure the effective

environmental management in Port Stephens in accordance with the Biodiversity Conservation Act, State Environmental Planning Policies, the Environment Planning and Assessment Act and other relevant legislation.

- Maintains a high level of contemporary knowledge, proficiency and industry currency in the interpretation and application of relevant legislation, regulation, standards, guidelines and State and Council policy to ensure the achievement of high quality, consistent and balanced environmental outcomes.
- Representing Council as an expert witness in the Land and Environment Court as required.
- Provide leadership, supervision, mentoring, coaching and co-ordination of the day-to-day activities of the Biodiversity Assessment Planner.

Key accountabilities

The role is accountable for the delivery of a number of key functions within the Natural Systems unit including;

- Providing specialist/technical advice in the completion of work and/or projects that have elements of complexity.
- Maintaining strong relationships with internal partners, Council's customers and various government departments.
- Ensuring that environmental planning advice provided to Council and the community as it relates to natural systems related planning matters, policies, plans and strategies takes a balanced approach to development and the environment.
- Ensuring that relevant systems, strategies, programs and projects are identified, developed and implemented in accordance with relevant legislation.
- Meeting agreed timeframes for the provision of natural systems services and advice regarding planning matters, service level agreements, policies, plans and strategies.
- Quality assurance and consistency of review documentation and advices provided from the Natural Systems unit.

Extent of authority

Tasks are performed under the direction of the Natural Systems Coordinator and the general direction of the Strategy and Environment Section Manager. Decisions are generally made within the scope of existing legislative requirements procedures and guidelines. The position is required to use discretion.

Judgement and decision making

Generally work situations are governed by precedent and guidelines which must be understood to discriminate between alternative courses of action. This frequently requires further investigation to clarify provided information. The role is regularly required to undertake detailed analysis and develop solutions and act independently to address problems.

The range of options can be imprecise and require an amount of inventiveness to depart from or adapt accepted practices and procedure. Positions are challenged by changing customer requirements, statutory requirements, market needs or technological demands requiring interpretation of operating policies in order to determine an appropriate and efficient course of action.

Skills, knowledge and capacity

Organisation

- Demonstrated commitment to a customer service culture and delivery of quality services.
- Demonstrated commitment to Australian Business Excellence principles.

Interpersonal

- Excellent interpersonal and communication skills.
- Demonstrated behaviours consistent with Council's values – Respect, Integrity, Teamwork, Excellence, and Safety.
- Proven ability to communicate effectively and positively to customers, stakeholders and community groups.

Qualifications & experience

- Degree qualifications in Natural Resource Management, Environmental Science or demonstrated equivalent.
- Significant knowledge of legislation relevant to the position, including Environmental Planning and Assessment Act, Biodiversity Conservation Act, Local Government Act, Protection of the Environment Operations Act, State Environmental Planning Policies and other relevant legislation.
- Current NSW Government Biodiversity Assessment Method Assessor Accreditation.
- Demonstrated ability to manage staff and lead multidisciplinary project teams.
- Demonstrated experience in the preparation and review of environmental impact assessment documentation under relevant legislation.
- Demonstrated experience in reviewing flora and fauna surveys as they relate to the development and environmental impact assessment process.
- Relevant experience in environmental impact assessment and management for large multidisciplinary organisations including capital works providers, infrastructure providers and/or local government or similar
- Demonstrated experience in the development of project briefs, project plans and strategy documentation.
- Demonstrated experience as an expert witness in Land and Environment Court proceedings as required.
- Demonstrated project and contractor management skills including tendering, procurement and budget management.
- Well-developed computer skills, use of advanced software systems and reporting tools.
- Demonstrated professional written communication skills including sound word processing abilities allowing the preparation of correspondence, reports and proposals.
- Workcover general induction accreditation.
- Current driver's licence.

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"> • Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability 	<ul style="list-style-type: none"> • Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate 	<ul style="list-style-type: none"> • Plan and prioritise • Think and solve problems • Create and innovate • Deliver results 	<ul style="list-style-type: none"> • Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date