



Environmental Risk Manager

Section: Governance

Salary point: 18

Position number: PSC900

Position objectives

To provide an expert level of professional advice and service to Council on all environmental management system matters, including leading, deploying and continuously improving Council's Environmental Management System consistent with the requirements of ISO14001:2015. An important part of this role is the ability to develop strong and collaborative relationships with all stakeholders.

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

Effective provision of professional services which include:

- Management, deployment and continuous improvement of an integrated Environmental Management System for Council consistent with the principles of ISO 14001:2015
- Develop Council's approach to the Environmental Management System through strategies, policies and framework
- Provide senior leadership to address trends in environmental risk to continuously improve outcomes in environmental performance for the organisation
- Contribute to and interpret Council's environment strategies for deployment into the Environmental Management System
- Establish objectives and targets to evaluate Council's overall environmental performance
- Coaching of senior managers in understanding environmental risk responsibilities and legal obligations

- Review, update and provide advice on relevant legislation for the Environmental Management System
- Facilitation of the Environmental Performance Committee
- Coordinate monitoring, auditing and continuous improvement of the Environmental Management System and for Council's operations for environmental risk
- Coordinate training of staff relevant to the Environmental Management System
- Effective leadership and mentoring of the Environmental Risk Officer

Key accountabilities

Provide a professional advisory role to people within or outside of Council, providing strategic advice that can affect the overall direction council takes and effectively manage relevant risks to Council. Such advice may commit council and may have significant impact upon external parties dealing with Council.

Extent of authority

Tasks are performed under the general direction of the Section Manager or Executive Team. Decisions are generally made within the scope of established procedures, plans and guidelines, however, recommendations made by this position can have a high impact across work areas and the organisation.

Judgement and decision making

A variety of alternatives must be analysed before choices can be made. Problem resolution occurs within existing organisational or professional knowledge and experience. A high level of initiative is required to collect and analyse information covering complex issues.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy
- Development, implementation and maintenance of up to date Council plans which integrate relevant Council policy, planning and decision making framework

Interpersonal

- Strong interpersonal, influencing and negotiation skills to gain the acceptance of ideas and cooperation of others
- Change management skills to foster continual improvement and cultural change to enable effective implementation of EMS initiatives across the organisation
- Demonstrated facilitation skills
- Demonstrated well-developed written and oral communication skills
- Demonstrated skills in negotiation, problem solving and conflict resolution to enable effective liaison with people at all levels

Qualifications and experience

- Degree qualification in environmental science/management or similar related field with extensive relevant experience (more than 5 years)
- Tertiary qualification in business, project management, training and assessment or related field
- Have extensive knowledge of relevant environmental legislation including but not limited to Local Government Act 1993, Protection of the Environment Operations Act 1997, Environmental Planning and Assessment Act 1979
- Have extensive knowledge and experience in the management of Environmental Management Systems in accordance with the requirements of ISO 14001:2015 in a Local Government context
- Experience in the development and deployment of environmental strategies and policies
- Experience in environmental impact assessment, incident management and environmental compliance for large multidisciplinary organisations such as Local Government or similar infrastructure delivery organisations
- Demonstrated expertise, practical experience and supplementary additional skills to effectively control key aspects of the job
- Ability to instruct or assign work to professional, technical or administrative staff and review the quality of work undertaken by these roles
- Demonstrated organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion and sound judgement
- Keyboard Skills and Computer Literacy including Microsoft Excel and use of GIS mapping systems
- Driver's license

Capability Framework level: Advanced

Personal attributes	Relationships	Results	Resources	Workforce leadership
<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	<ul style="list-style-type: none">• Manage and develop people• Inspire direction and purpose• Optimise workforce contribution

Position description approval

Employee

Date