

Position Title	Manager Planning and Environmental Services
Position Number	1125
Division	Services
Branch	Planning & Environment
Special Requirements	The appointee to this position may also be required to be eligible for appointment to and/or to hold appointment as a statutory officer under various laws applicable to Norfolk Island. Appointees to this position will be expected to fulfil their duties, functions and powers as Regional Council employees in addition to, and separately from, any statutory office holder duties functions and powers
Salary Level	\$120,000 annualised salary
Reports to	Group Manager Services

Position Objectives

1. To deliver Council's development, health and environment, waste and waste water management and compliance functions in accordance with the provisions of the relevant Acts and Legislation.
2. To manage, implement and set direction for the organisation with regard to land use and environmental management, health and building, pest and noxious weeds management, and the implementation and oversight of strategies, policies and protocols.
3. To implement the actions in the Norfolk Island Environmental Strategic Plan and ensure the State of the Environment Report is prepared and reported on.
4. To oversee and strategic coordination of the operational change to meet the requirement to cease dumping waste and waste water into the sea.
5. To oversee and comply with legislative change such as NSW Public Health Act 2010 and Regulations 2012.
6. To assist the Senior Planner with the review and implementation of the Planning Act 2002 (NI).
7. To prepare Development Applications on behalf for Council projects across the organisation.
8. To prepare and assess briefs for Expressions of Interest for projects within the branch.
9. To ensure that a high standard of customer service is provided and relations with the community are maintained in order to meet Council's adopted "vision", "mission" and "values" as set out in the Community Strategic Plan.

Key Accountabilities

1. Implement and review Council's Environmental Strategic Plan actions through the annual Operational Plan.

2. Actively contribute to Council’s Integrated Planning and Reporting Framework, including budgets, fees and charges and capital works program for the branch.
3. Operational Management
 Manage the operations of the branch by:
 - Ensuring all equipment and human resources are effectively utilized
 - Working within budget and resource requirements
 - Implementing and maintaining safe working conditions
 - Take on the role of Statutory Appointments as required by the General Manager
 - Complying with relevant legislation and Council governance, policies and plans
 - Developing and implementing team plans, rosters and work programs
4. Supervising teams including performance management, guidance and motivation and ensure technical and industry standards are followed.
5. Financial Authority for up to \$20,000

Major Responsibilities

- Oversee the planning and environmental functions of Council:
- Waste Management
 - Pest and Noxious Weeds Management
 - Development and update of Plans of Management for Public Reserves
 - Waste Water Management
 - Public Health
 - Land use planning and management
 - Planning and building
 - Statutory positions in line with Norfolk Island Acts and regulations
 - Prepare Development Applications for Council projects
 - Develop briefs for Expressions of Interest for activities within the Branch.
 - Project Management.
 - Contribute to proposed changes to Norfolk Island Acts and Regulations as relevant to the responsibility areas
 - Drive educational programs for the community relating to the activities within the responsibility areas eg Recycling, public health and pest/noxious weeds management

Competencies

1. Demonstrated knowledge of planning and environmental services
2. Demonstrated ability and experience in effectively supervising teams
3. Demonstrated project management skills and competing workloads to meet deadlines
4. Working knowledge of work health and safety
5. High level of computer literacy
6. Demonstrated commitment to continuous improvement
7. Proven ability to uphold and maintain organisational values
8. Demonstrated interest in and understanding of the environmental and sustainability issues facing Norfolk Island
9. Effective communication skills, both written and oral
10. Advanced Leadership and management skills
11. Analytical, problem solving and decision-making skills
12. Advanced organisational, administrative, and IT skills

Qualifications and previous experience

- Relevant formal tertiary qualifications (degree) in urban planning, sustainability, environmental science and/or public health or related field
- Previous experience (minimum 3 years) in the management of planning and environmental services or equivalent
- Experience in a similar role in a local government environment would be highly regarded and desirable
- Current Drivers Licence – Class C

Acknowledgement

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

Date Authorised	January 2019
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