

# **Manager Environmental Services Environmental Services**

**(Position Reference: VAC19/15)**

**Applications Close: 5:00pm Friday, 5 July 2019**

## *Our Vision*

*To be a responsive and innovative leader in assisting Perth's  
Eastern Region to be a great place to live, work, play and do  
business.*



## About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

## Our Vision

*To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.*

## Our Mission

*The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.*

## Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

## Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

### Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



## About the Position Vacancy

**Applications Close: 5:00pm Friday, 5 July 2019**

# Manager Environmental Services

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- A cash salary of up to \$109,999 (up to \$127,644 total annual remuneration package)
- Work a 19 day month
- Belmont based location

An opportunity is available for an experienced and highly motivated Manager to lead EMRC's Environmental Services unit innovatively forward to support environmental and sustainability outcomes in accordance with the strategic direction of the EMRC and its member Councils.

The role provides a genuine opportunity to have an influence and add value while further developing your career and skills base.

Reporting to the Director Regional Services you will play a pivotal role in helping to explore and develop alliances and partnerships with key stakeholders to achieve environmentally sustainable outcomes for Perth's Eastern Region and its member Councils while ensuring the outcomes are delivered in line with member Councils', stakeholder and community expectations.

The key to your success will be your energy, drive and ability to develop and maintain effective relationships across all levels. Your exceptional communication skills will mean you can quickly build credibility and confidence across all levels including member Councils, the community and key internal and external stakeholders. Your research, analytical and conceptual skills will be used to provide high level advice to guide policy, strategy and advocacy for the region.

You will bring to the role your substantial knowledge of current and emerging environmental, sustainability and sustainable development issues and trends supported by relevant tertiary qualifications in the area of Environmental Science or related discipline. You will have the ability to present priorities and influence outcomes, possess a confident consultative style and outstanding relationship building skills. Your strong leadership skills and your extensive experience in managing multiple projects and managing staff will ensure your success in this role.

To apply please submit a current resume and a covering letter addressing your competencies, experiences and qualifications relevant to this role.



Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/15, Recruitment, PO Box 234, Belmont WA 6984

An information package can be obtained by visiting the EMRC website <https://www.emrc.org.au/employment/> or by contacting the Human Resources Department on (08) 9424 2222. For a confidential discussion about this role please contact Wendy Harris, Acting Chief Executive Officer on (08) 9424 2208.

**WENDY HARRIS**  
**Acting Chief Executive Officer**

*The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability*



## POSITION DETAILS

<b>POSITION TITLE:</b>	Manager Environmental Services
<b>CLASSIFICATION:</b>	Negotiated Contract
<b>POSITION NUMBER:</b>	A0035A
<b>BASIS OF EMPLOYMENT:</b>	Full Time
<b>DIRECTORATE:</b>	Regional Services
<b>BUSINESS UNIT:</b>	Environmental Services

## POSITION OBJECTIVES

- To manage the operations of the Environmental Services business unit ensuring it provides high quality, accurate and timely outputs and outcomes in accordance with the strategic environmental direction of the EMRC and its member Councils.
- To ensure allocated projects are effectively developed, planned, managed, implemented, completed and regularly reported upon in accordance with EMRC policy, processes, budget and strategic objectives.
- To explore, develop and promote alliances and partnerships with key stakeholders to achieve environmentally sustainable outcomes for Perth's Eastern Region and its member Councils.
- To provide advice and assistance to the Director Regional Services and member Councils on environmental and sustainability issues, policy, strategy and innovation.
- To represent the environmental priorities of the EMRC, its member Councils and the region at appropriate forums and undertake strategic advocacy.
- To support the successful delivery of allocated projects through good leadership and management of staff.

## Within Organisation

- To achieve improved environmental and sustainability performance and outcomes, consistent with the objectives of the organisation.

## POSITION REQUIREMENTS

### Competencies

- Extensive knowledge of environmental management, sustainability and sustainable development principles and their practical application.
- Sound knowledge of relevant state and federal government legislation, policy and agency responsibilities in the area of environmental regulation, sustainability, sustainable development, and natural resource management.
- Sound knowledge of Local Government responsibilities, operations and procedures.
- Ability to provide high level advice and to guide policy and strategy that results in best practice environmental management and a sustainable region.
- Ability to provide creative and innovative solutions to environmental issues impacting upon Perth's Eastern Region.
- Strong consultation and negotiation skills with the ability to present priorities and influence outcomes at a senior level.
- Highly developed oral communication and interpersonal skills with the ability to develop and maintain effective relationships with a diverse range of stakeholders.
- Highly developed written communication skills, including the ability to synthesise complex information to produce high quality and user friendly reports within time constraints.
- Highly developed project management skills with the ability to plan for and manage multiple, diverse projects.
- Excellent time management and prioritisation skills, with the ability to meet deadlines, work under pressure and maintain a consistent level of professionalism.



- Strong financial management skills, including budget development and control.
- Excellent analytical, evaluative and problem solving skills.
- Sound knowledge of human resource management and team development principles with the ability to manage the performance, training, motivation and wellbeing of a team of professional staff to ensure high quality, accurate and timely outputs and outcomes.
- Ability to develop and implement continuous improvement programs that strive for excellence in work processes and service delivery.

### **Experience**

- Significant experience in the field of environmental resource management, sustainability or sustainable development.
- Significant experience in the leadership, management and motivation of staff and teams, including performance assessment and management.
- Experience working with the three tiers of government, industry, community groups, academic institutions, landowners and the public.
- Experience in project development, management and implementation.
- Experience with grant funding including application, implementation, acquittal and reporting.
- Experience in policy analysis, advocacy, preparing high level submissions and professional standard reporting.

### **Qualifications**

- Tertiary qualifications in Environmental Science, Natural Resource Management, Sustainability or a related discipline.
- Current and valid WA 'C' class driver's license (or equivalent).

## **KEY DUTIES/RESPONSIBILITIES**

### **Position Responsibilities**

- Provide effective leadership to the Environmental Services business unit ensuring all service outputs are of a consistently high standard through the effective and efficient management of human, financial and physical resources and via the establishment of a clear vision and business plan for the business unit.
- Maintain a focus on service delivery to stakeholders by closely aligning projects and actions with member Council needs and directions.
- Work with EMRC staff and member Councils to develop and implement future directions for Environmental Services that are aligned with EMRC's Strategic Plan.
- Provide high level advice and analysis to member Councils and key stakeholders on current and emerging environmental, sustainability and sustainable development issues affecting Perth's Eastern Region.
- Represent the environmental priorities of the EMRC, its member Councils and the region at appropriate forums and undertake strategic advocacy including high level submissions.
- Build and maintain effective networks across government, industry, academic institutions and community stakeholders through establishing effective working relationships.
- Facilitate research and negotiate funding opportunities for environmental and sustainability projects and services to the benefit of the region.
- Prepare written reports for Council and Committees, and attend Council and Committee meetings and other meetings as and when required.
- Mentor, motivate and lead staff through the provision of timely advice and feedback, performance management and staff development.
- Develop and manage the Environmental Services budget.



- Provide operational and strategic support to the Director Regional Services.

### **Occupational Safety and Health (OSH) Responsibilities**

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

### **Organisational Responsibilities**

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

## **ORGANISATIONAL RELATIONSHIPS**

### **Responsible to**

- A0071A - Director Regional Services

### **Supervision of**

- A0029A - Sustainability Coordinator
- A0038A – NRM Coordinator

### **Internal and External Liaison**

**Internal:** All EMRC management and staff

**External:** Member and client Council staff  
Other local governments  
Funding bodies  
Key regional stakeholders  
Not for profit organisations  
Relevant government agencies (federal and state)  
West Australian Local Government Association  
Professional associations  
Educational institutions  
Members of the general public  
Consultants and contractors  
Regional and local environmental groups

### **EXTENT OF AUTHORITY**

- This position operates under limited supervision and has the authority to act within the parameters of the objectives, strategies and priorities set by Council and EMRC policies, management guidelines and delegated authority.
- The incumbent may exercise discretion in the development and performance of research and operational programs that meet the objectives and strategies and priorities set by Council and shall refer all final decisions to the Director, Regional Services.



## SELECTION CRITERIA

### Essential

- Tertiary qualifications in the area of Environmental Science or other related discipline.
- Extensive knowledge of current and emerging environmental, sustainability and sustainable development issues.
- High level research, analytical and conceptual skills with the ability to synthesise complex information to produce high quality and user friendly reports within time constraints.
- Ability to provide high level advice to guide policy and strategy which results in best practice environmental management and a sustainable region.
- Strong consultation and negotiation skills with the ability to present priorities and influence outcomes at a senior level.
- Strong interpersonal skills with the ability to develop and maintain effective relationships with a diverse range of stakeholders.
- Significant experience in the leadership, management and motivation of staff and teams, including performance assessment and management.
- Strong project management skills and extensive experience in managing multiple projects.
- Strong financial management skills including budget development and control.
- Current and valid WA 'C' Class Drivers Licence (or equivalent).

### Desirable

- Experience in working with the three tiers of government, industry, community groups, academic institutions, landowners and the public.
- Experience with grant funding including application, implementation, acquittal and reporting.
- Experience with providing policy analysis and strategic advocacy including high level submissions.
- Knowledge of sustainability as it applies to transport and economic development.





## Summary of Employment Conditions

<b>Location</b>	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
<b>Hours of work</b>	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
<b>Special Conditions</b>	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"><li>▪ Australian Work Visa; and/or</li><li>▪ Copy of Australian Citizenship Certificate; and/or</li><li>▪ Confirmation of permanent residency; and/or</li><li>▪ Birth certificate.</li></ul>



## How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

### Completing Your Application

To be considered for the position, your application should include the following documentation:

#### 1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

#### 2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

#### 3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

#### Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email [recruitment@emrc.org.au](mailto:recruitment@emrc.org.au).

To find out more about a specific position, please call the person nominated in the job advertisement.



## Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

<b>EMAIL</b>	recruitment@emrc.org.au
<b>ONLINE</b>	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
<b>POST</b>	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
<b>HAND DELIVERY</b>	Addressed to: Manager Human Resources EMRC 1 <sup>st</sup> Floor, 226 Great Eastern Highway BELMONT

## Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

## Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



## The Appointment Process

### 1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

**If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.**

### 2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

### 3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

### 4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

### 5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.