



***Willoughby City Council***

**Position Description**

<b>Position:</b>	<b>Senior Environmental Project Manager</b>
<b>Branch:</b>	Environment Unit
<b>Division:</b>	Planning and Infrastructure
<b>Location:</b>	31 Victor Street, Chatswood
<b>Reports to:</b>	Sustainability Projects Team Leader
<b>Classification:</b>	PS 4 (1-5)
<b>Hours of Work:</b>	35 hrs/week
<b>Special Requirements:</b>	N/A
<b>Date Revised:</b>	February 2018

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**Background**

The Environment Unit provides a range of services that protect and enhance the natural environment whilst working across the organisation and the community to develop a culture of sustainability. We aspire to be leaders in ecological sustainability and collaborate with the community, businesses and other stakeholders to ensure that the programs and services delivered are meeting their needs, both now and in the future, for a cleaner, greener, safer Willoughby. The teams within the Environment Unit include Bushland, Sustainability Projects, Resource Recovery, Environmental and Sustainability Education, Environmental Health and the Better Business Partnership. The Environment Unit is partly funded through Councils e.restore (Environmental Levy) program.

The Sustainability Projects team develops, implements and monitors sustainability projects and programs in the areas of energy, water and climate change mitigation and adaptation for both Council and the community.

The Senior Environmental Project Manager will be responsible for the detailed development and implementation of environmental infrastructure projects as forecast in the Sustainability Action Plan.

Infrastructure works and related projects managed by the Environment Unit include the implementation of photovoltaic arrays, stormwater harvesting plant, gross pollutant traps and assisting sustainable design and construction for new Council buildings and renovations. The position will also support the internal planning team with policy development and provide input into master planning processes.

The position will report to the Sustainability Projects Team Leader and will require close collaboration with the Environment Manager and Property and Construction Services Manager.

The position will entail detailed project management of sustainable building developments and retrofits within Council, along with providing advice for sustainable building in the commercial/ business sector in the LGA. The officer may also assist the implementation of projects in which Council is a partner and other sustainability projects that require professional project management.

### **Position Objective**

The Senior Environmental Project Manager will be responsible for all aspects of Project Management across a diverse range of sustainable building and environmental infrastructure projects including:

- Development and implementation of environmental Infrastructure works and related projects;
- Project Management of sustainable retrofitting and renovations of Council buildings;
- Development and Project Management of water efficiency, conservation or reuse projects;
- Development and Project Management of energy efficiency, conservation, generation or storage projects;
- Development of detailed Project Management Plans;
- Ensuring sustainable building standards are paramount in Councils decision making process;
- Engaging and managing consultants;
- Procurement including tendering and tender assessments in line with Council sustainable procurement procedures;
- Ensuring projects are completed on time and within budget;
- Maintaining relationships both internally and externally;
- Cost accounting and budget management;
- Grant management, reporting and acquittals;
- Ensuring project compliance with legislation in particular Work, Health and Safety legislation;
- Co-ordination of any Project Control Group and WHS committees; and
- Reporting and other communications as requested.

### **Selection Criteria:**

#### ***Essential Requirements***

- Tertiary qualification in Project Management, Construction Management or Environmental Engineering.
- Professional experience and training in sustainable building rating systems such as Green Building Council of Australia and/or NABERS.
- An understanding of the principles of sustainability and climate change.
- Previous experience in construction management and/or contract administration.
- A working knowledge of the Building Code of Australia and relevant Australian standards in relation to building, construction and maintenance.
- A general understanding of planning and development legislation.

- High level communication, interpersonal, negotiation and report-writing skills.
- A well developed working knowledge of the NSW Work, Health and Safety (WHS) legislation and principles.
- Ability to set priorities, meet deadlines and work within established parameters in close co-operation with other staff, consultants, contractors and other stakeholders.
- Negotiation and conflict resolution skills with an ability to resolve disputes at the earliest level possible.
- Experience in the preparation of minor cost estimates and effectively monitoring budgets and activity plans.
- Current NSW Class C Drivers Licence
- Ability to use word processing and spreadsheet applications effectively, particularly Microsoft Word and Excel.
- Ability to work both independently and as part of a multi-disciplinary team.
- Awareness of and commitment to the principles of Equal Employment Opportunity (EEO).
- Awareness of and commitment to the principles of Work Health and Safety (WHS) and a commitment to attend relevant training.

### ***Desirable Attributes***

- Experience facilitating design and presentation workshops.
- Ability to prepare cost benefit analysis and quadruple bottom line assessments.

## **Core Competencies:**

### **Customer Service**

Responds promptly to the requirements of both internal and external customers and strives to provide them with quality service that exceeds their expectations.

### **Sustainability**

Ensures appropriate and effective use of all resources including people, money, time and assets.

### **Teamwork**

Working together effectively to achieve goals while encouraging individual contribution and valuing diversity.

### **Accountability**

Focuses attention and resources on meeting agreed goals and takes ownership of own performance and development.

## **Innovation**

Adapts to change and innovation to work in a smarter and more focused way.

## **Diversity**

Treats all customers fairly recognising each as an individual, respecting their dignity, privacy, culture and values.

## **Duties & Responsibilities:**

1. Ensuring that projects are delivered on time, within budget, and meet functional requirements through liaison with all stakeholders.
2. Preparation and administration of specifications, contracts and tender documents to ensure projects and services meet Council and stakeholder requirements.
3. Ensure that contractors adhere to Council policies and procedures in addition to providing a high quality cost effective work/service.
4. Budget preparation and reporting.
5. The provision of appropriate supervision of external contracts, ie: acting as works Superintendent or client's representative as required.
6. Preparation and evaluation of tenders and quotations for quality and value for money, providing assessment reports where appropriate.
7. Perform other duties as requested by the Sustainability Projects Team Leader and in conjunction with the Environment Manager.

## **Organisational Accountabilities:**

All employees have general organisational responsibilities. These include:

1. Understanding and complying with the spirit and content of Council's Code of Conduct. A copy of the Code is provided at formal induction and is available on Council's intranet under "**Human Resources**".
2. Fulfilling all work health and safety responsibilities as outlined in the Work Health and Safety Policy, which is provided to all staff at induction and available on Council's intranet under Human Resources – Policies and Procedure.
3. Providing commitment to Council's Sustainability Charter and applying the principles of sustainability to all work practices.
4. Complying with Council's Contractor Management System when engaging contractors.
5. Responsible and accountable for creating, registering and keeping records as required by the State Records Act 1998, abiding by the Information Management Policy and using the required systems and procedures.
6. Understanding and undertaking all work in accordance with relevant Council policies and procedures. [Council's policies and procedures may be varied, changed or revoked by Council at any time].

## **Contacts Arising from the Position:**

### ***Within Council***

Reports to: Sustainability Projects Team Leader

Other key contracts include:

- Environment Manager
- Property and Construction Services Manager
- Environment Unit Team Members
- Executive Leadership Team
- General Manager
- Other internal staff as required

### ***Outside Council***

- Consultants
- Local Residents
- Businesses
- State/Regional Authorities
- External Committees