



**Position Description**  
**Health, Climate and Conservation Manager**  
Health, Climate and Conversation  
Growth, Economy and Sustainability Directorate



## ABOUT COUNCIL

Logan City Council offers a working environment that recognises innovation, creativity and teamwork, and encourages personal and professional development.

We are one of the largest Councils in Australia, providing community services and facilities to a growing population representing many different cultures. Our dedicated employees serve the City of Logan by successfully delivering a large and diverse portfolio of programs and services.



Logan City Council's Purpose is to make a positive difference in people's lives through the quality of the services we provide.

Our Goal is to be an organisation where our staff pursue excellence in all that they do with high levels of job satisfaction.

Our vision is to deliver an innovative, dynamic city of the future—one that offers social, environmental and economic health now and for future generations.

## OUR VALUES:



## ABOUT THE HEALTH, CLIMATE AND CONSERVATION BRANCH

The purpose of the Health, Climate and Conservation Branch is to a clean, healthy, green and sustainable city through the delivery of public health, environmental protection, conservation and carbon reduction services and initiatives.

We provide public health, environmental protection, conservation and carbon reduction services and initiatives through 2 teams.

### Environmental Health and Immunisation

Delivers public health and environmental protection services, including public and environmental health inspections, licensing, approvals and complaint investigations, as well as immunisation services.

### Natural Environment and Sustainability

Delivers environmental policy and planning, environmental project delivery, and community environmental education and engagement services.



# ABOUT THE ROLE

## TITLE

Health, Climate and Conservation Manager

## POSITION NUMBER(S)

5801

## CLASSIFICATION

Contract

## REPORTS TO

Director Growth, Economy and Sustainability

## POSITIONS PURPOSE

To set the direction, priorities and objectives of the Health, Climate and Conservation Branch and provide leadership to deliver on these. Provide expert advice to enable the delivery of environmental health, immunisation, natural environment and sustainability services to the community.

## SCOPE OF AUTHORITY

**Autonomy and Independence:**

The Manager shall undertake such delegations as resolved by Council or delegated by the Chief Executive Officer from time to time.

**Decision-making and Judgement:**

The Manager will receive instructions in the form of broadly stated objectives and will draw on extensive knowledge and experience to contribute to the determination of goals and objectives.

## DIRECT REPORTS

The Manager is responsible for the direction, education and mentoring of the Branch Management Team.



## KEY RESPONSIBILITIES / ACCOUNTABILITY

### STRATEGIC INPUT AND PLANNING

Input into the development of the broader Operational Plan for the Directorate from a Health, Climate and Conservation Branch perspective

Develop the annual Branch Business Plan in collaboration with the team, aligned to the Operational Plan

- Define accountabilities and timeframes for key strategic projects (12 months) to work towards the broader strategy
- Review and make adjustments to accommodate shifting priorities
- Develop contingency plans to ensure the continuity of the operations in the face of unforeseen events

Oversee the development of Individual Work Plans for Program Leaders to ensure alignment to the Branch Business Plan:

- Monitor the performance of Program Leaders against their Individual Work Plans
- Review and make adjustments to accommodate shifting priorities

Develop the annual strategies in partnership with the team, for each program linked to key strategic documents:

- Engage with stakeholders to identify needs, opportunities and challenges and assist in developing key priorities
- Consider the long-term implications of actions.
- Ensure strategies are aligned to the Operational and Business Plans

Monitor the implementation of strategies to ensure these are achieved:

- Give frequent feedback to the Growth, Economy and Sustainability Director, ELT and Councillors on progress
- Remove obstacles that the team may encounter that could impede the delivery of the strategies

Review strategies in partnership with the team in collaboration with internal and external stakeholder groups to ensure these remain relevant:

- Consider feedback from community
- Consider feedback from stakeholder groups
- Consider changes to the Operational Plan
- Consider local conditions
- Adapt strategies as required

### FINANCIAL MANAGEMENT

Forecast, plan, develop and review annual budget for the Branch (in collaboration with Program Leaders):

- Base annual budgets on the identification of trends and patterns within the Branch and extrapolate these over the next planning cycle, taking any known changes in services and community needs into consideration
- Submit to People and engagement Director and Councillors for sign off
- Work with Program Leaders to develop budgets and monitor expenditure

Oversee and optimise the budget, ensuring all expenditure is in line with agreed budgets:

- Sign off on quarterly reports and budgets prepared by the Financial Analyst
- Seek ways to ensure efficiencies and value for money in expenditure.

Monitor costs and determine initiatives to optimise resources:

- Sign off on purchase orders and requisitions

Ensure cost effectiveness by maximising cost/benefit ratios:

- Identify service enhancements required and seek funding for new projects





- Identify, seek and develop plans to attract funding opportunities based on identified needs
- Promote business cases for new projects to decision makers (People and engagement Director and Councillors) to secure funding

## PEOPLE LEADERSHIP

Recruit, develop and retain people with outstanding skills, qualifications and potential to ensure that the Branch is well capacitated and has the resources required to deliver on projects.

Define the Branch key responsibility areas and performance criteria that will be cascaded down to each area

Evaluate and assess people performance

- Implement the achievement performance review process to monitor how employees are progressing on priorities
- Take corrective / disciplinary action where required in the case of non / poor performance

Ensure staff are equipped with the necessary tools, technology and information they need to do their work

Deploy and redirect resources to get the work done

Build talent by identifying and developing new leaders for the Branch (succession planning)

Manage and oversee employee relations efforts:

- Communicate actively and effectively, resolving any potential conflicts that may arise

Manage diversity and inclusion

Coach and mentor employees to assist them through challenging situations and to solve complex problems

Train and develop employees:

- Identify training needs
- Provide development opportunities

Build professionalism, loyalty and commitment to the organisation

Build a customer centric approach

Manage boundaries that separate different areas of the Branch and break down siloes in order to optimise workflow:

- Promote and encourage collaborative teamwork

Create a positive team environment

- Build engagement and job satisfaction

Take overall responsibility for workplace health, safety and wellbeing for the Branch

## BRANCH AND PROGRAM MANAGEMENT

Lead, direct and oversee all operational aspects of the Health, Climate and Conservation Branch to achieve set objectives

Oversee the management of environmental health and immunisation, and natural environment and sustainability functions to promote Council services, products and the City of Logan as a great place to live, visit and do business.

Construct, implement and fine-tune methods, processes, procedures / systems to enhance effectiveness and meet Branch objectives:

- Communicate changes to corporate policies and procedures to the team
- Ensure the team complies with corporate policies and procedures

Lead best practice, continuous improvement and innovation at process and procedure level

Identify and mitigate potential risks to ensure the Branch is well positioned to deliver on its responsibilities

Plan for, oversee the implementation of, and maintain program initiatives that are aligned to the objectives of the Directorate:



- In collaboration with the team, plan and develop scope, deliverables, required resources, work plans, budget and timing for new initiatives
- In collaboration with the team, identify priorities, gaps, challenges and opportunities across relevant projects and determine how these will be addressed. Ensure priorities are aligned to the Corporate Plan
- Review and adjust priorities as required, communicating these changes to the team
- Oversee multiple project activities and coordinate the efforts of the Program Leaders to achieve the goals of the Branch, and to deliver optimal outcomes
- In partnership with the team, identify innovative ways to use minimum resources to achieve maximum outputs
- Liaise with Program Leaders to ensure priorities and higher-risk initiatives are delivered
- Identify risks and opportunities across multiple projects and put mitigation plans in place
- Collaborate with other Branches to leverage synergies and avoid duplications across projects
- Oversee activities of internal and external stakeholders who may contribute to the delivery of projects / services

Ensure the organisational standards of quality and performance are maintained:

- Address and resolve projects' higher scope issues
- Identify trends and emerging issues
- Identify improvements

Put mechanisms in place to monitor and ensure customer satisfaction

## STAKEHOLDER MANAGEMENT

Identify, build and maintain relationships with Councillors, ELT, CLT and key stakeholders to enable the achievement of the Branch Business Plan:

- Engage key stakeholders and keep them updated on progress through frequent communications and sharing pertinent information in a timely manner
- Ensure appropriate high-level public consultation in relation to the development of policy and delivery

Communicate regularly with key stakeholders to raise and promote the profile of the Branch:

- Appropriately communicate Branch outcomes and achievements to Councillors and the community, in partnership with relevant Council Branches

Prepare / review and sign off on all reports and higher-risk communications to be submitted to ELT or Councillors

Provide insights and advice to relevant stakeholders:

- Monitor and review external policy papers and provide relevant advice to Council
- Provide advice to the ELT and Councillors on complex/large-scale projects and sensitive issues pertaining to Health, Climate and Conservation Branch
- Share knowledge and information with other Branches on effective practices, opportunities, risks and challenges
- Provide regular reports to relevant stakeholders with advice on emerging consultation issues

Provide guidance / support to employees to:

- Plan, coordinate and oversee the way the team engages with key stakeholders
- Assist the team to grow and maintain key stakeholder relationships
- Address (escalated) stakeholder complaints or challenges

## GOVERNANCE, COMPLIANCE AND REPORTING

Ensure understanding and operationalisation of governance applicable to your Branch and service areas

Ensure the development and implementation of governance required from your Branch and service areas, either locally or across the organisation



Monitor compliance across your Branch and service areas with applicable governance and report on status as required

Ensure compliance with all workplace health and safety statutes, regulations, prescribed procedures, obligations and responsibilities which include a commitment to safe work practices, instructions and rules and using appropriate protective clothing and equipment

Prepare / oversee the preparation of business cases / reports for submission to the ELT and committee for sign off on projects / initiatives where required

Report on progress against project delivery where required

Ensure all systems, adhering to recordkeeping policies and procedures corporate information is captured within Councils business

Prepare and present reports for working groups as required

Follow corporate processes to report against business and operational plans

AP&R reporting

## GENERAL

The Council Leadership Capability Framework is used for managing and supporting performance and development.

The appointed officer may have to undertake any other duties that are reasonably within scope of their skills, competence and training.





## WHAT WE'RE LOOKING FOR

### QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

#### Qualifications

Tertiary qualification in relevant field of expertise and/or demonstrated substantial knowledge and previous experience at a senior management level.

#### Knowledge, skills and experience

Extensive contemporary experience in environmental health, natural environment and sustainability management roles in government and/or the private sector

Demonstrated ability to operationalise required changes in response to the social, economic, environmental, cultural, and political issues impacting on environmental health and immunisation, and natural environment and sustainability and service delivery

Demonstrated ability to lead and drive business planning and implementation processes which effectively engage all key stakeholders in delivering improved environmental health and immunisation, and natural environment and sustainability outcomes

Demonstrated ability to manage the planning, coordination, delivery and evaluation of Health, Climate and Conservation services and programs

Demonstrated ability to create, utilise, and sustain partnerships, alliances, and networks in delivering Corporate Communication outcomes for key stakeholders Project planning, budgeting, and oversight experience

Project planning, budgeting, and oversight experience

Demonstrated achievement in inspiring, developing, motivating, mentoring, coaching, and supporting staff, enabling them to realise their full potential

Proven experience in leading the development, embedding, and sustaining of a strong corporate culture amongst staff built on accountability and performance, which delivered superior workforce culture, engagement, and organisational performance outcomes

Knowledge in safe work and wellbeing practices

Exceptional verbal, written communication, and presentation skills, together with highly proven influencing, negotiation and stakeholder engagement skills

Experience in a complex multi-channel customer centric environment

### REQUIREMENTS

Possession of a current "C" class driver's licence.

As part of the functions of this position, the incumbent must meet the requirements of the *Working with Children (Risk Management and Screening) Act 2000* (the **Act**), which includes the requirement to hold a current Blue Card for working with children. A failure to meet this or other requirements of the Act may result in a failure to secure and maintain employment with Council.





To be employed in this position applicants must undergo additional employment-related background check/s (other than past employment reference checking) and be assessed as suitable to be able to ethically perform the inherent requirements of this position. At a minimum this would entail a National Police History Check and may include other checks as appropriate to the role to be performed.

This position will be required to administer "authorised person" powers under relevant legislation and must be appointed as an authorised person in accordance with appropriate legislation.

## POSITION SPECIFIC CONDITIONS

As per contract

## REVIEW

This position description was reviewed in **May 2023** and may be reviewed again as Council's organisation is developed or re-structured. Any future re-organisation of duties as a result of such changes will be discussed with the incumbent officer.