Introduction

The Glenelg Shire Council currently has a position vacancy for an Environmental & Sustainability Coordinator in the Planning & Economic Development Department and will be primarily based at the Portland Customer Service Centre.

The successful applicant will be required to provide specialist services and advice to Council across a broad range of areas including climate change, biodiversity, water management, development management, air quality, coastal management and waste issues. The role will primarily involve developing and implementing policies and strategies. As progress is made the role will come to include grant management, on ground project management and provision of sustainability related advice organisation wide.

A tertiary qualification in Environmental Engineering, Environmental Sciences is preferred, but relevant environment/sustainability experience will also be well considered.

The position has the added advantage of a contemporary working environment and offers a sea-change to the beautiful and diverse natural environment of south west Victoria.

For enquiries contact Stephen Kerrigan, Group Manager Planning and Economic Development on 03 5522 2202. Applications close Friday 23 January 2015 at 2 PM.

Why would I consider a move to Glenelg Shire?

Glenelg Shire stretches from the South Australian border eastwards, encompassing the historic rural town of Casterton, various significant indigenous sites including Heywood and Lake Condah, the seaside hamlet of Nelson, and the whale-watchers paradise of Portland.

The Glenelg Shire administration offices are based in Portland, right on the waterfront and overlooking the harbour and the port of Portland.

Portland is Victoria’s oldest town, settled in 1834. Besides the history, culture and heritage, Portland also possesses an unspoilt charm, making it a favourite destination for writers, artists and musicians.

With a multitude of national parks, including the stunning Glenelg River National Park, Glenelg Shire attracts adventure seekers and outdoor lovers.
Portland’s status as one of Australia’s premier whale-watching spots is matched by the prolific and diverse native fauna making it a nature lover’s paradise. Portland is also renowned for its recreational fishing and boating opportunities, with great facilities within a few minutes’ drive.

Portland has a very low cost of living, with the average three bedroom house renting for $250 per week. In fact, you can buy a 3 bedroom house on a big block close to the city centre for under $250,000!

Portland can be described as a flourishing rural city (population 10,000), with a full range of amenities and services including a hospital, seven primary schools, two secondary colleges, some great restaurants and cafes, a superb range of shops (including bigger retailers such as Safeway, Aldi and Country Target) and clubs and associations covering just about all popular activities.

More about Our Shire

More information about our Shire is available via our website [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

The map of the shire below outlines the extent of the Glenelg Shire.
About our Organisation

The organisation is led by the Chief Executive Officer, Mr Greg Burgoyne and our Senior Management Team comprises:

- Greg Burgoyne, Chief Executive Officer
- Paul Healy, Group Manager Assets and Infrastructure
- Edith Farrell, Group Manager Community and Culture
- Stephen Kerrigan, Group Manager Planning and Economic Development
- Karena Prevett, Acting Group Manager Corporate Services

As at 30 June 2014 Council’s Staff Composition comprised 231.75 (effective full-time staff EFT):

<table>
<thead>
<tr>
<th>Gender</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Temporary &amp; Casuals</th>
<th>Total</th>
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<td>46.34</td>
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<tr>
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<td>162.76</td>
<td>53.57</td>
<td>15.42</td>
<td>231.75</td>
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</tbody>
</table>

Organisational Structure

The successful applicant will be responsible to the Group Manager Planning and Economic Development, or their nominated Officer.

Enclosures

a) Standard Conditions of Employment.
b) Position Description.
c) Privacy Statement.
d) Entitlement to Workers’ Compensation Form.
e) Organisation Chart.

Application Procedure

Applications should be returned in a sealed envelope marked ‘Confidential – Position Vacant – Environmental & Sustainability Coordinator’ and addressed to Janine Johnstone, Organisation Development Manager, Glenelg Shire Council, Portland Customer Service Centre, PO Box 152, Portland, 3305.

Or:
Application Procedure (continued)

E-mail to: employment@glenelg.vic.gov.au

Applications sent via email will receive an e-mail reply acknowledging receipt of the application. If you do not receive an e-mail acknowledging your application within two working days please contact Sian Ruis, Human Resource Coordinator, on 03 5522 2358.

Council will not be responsible for documents that are corrupt and cannot be downloaded for processing.

Or:

Hand deliver your application to the Front Counter of the Portland Customer Service Centre, Cliff Street Portland.

All applications need to arrive before the closing date, as stated in the advertisement for the position. Applications are dealt with in the strictest confidence and in accordance with the Information Privacy Act. Details contained in your application will not be conveyed to any person not directly connected with processing your application without your permission.

Canvass of Councillors or Officers, either directly or indirectly, will automatically disqualify the applicant.

I look forward to receiving your application for consideration.

STEPHEN KERRIGAN
Group Manager Planning & Economic Development
1. **Salary**

   The salary offered is a Band 6, which currently has an annual salary range of Band 6 Level A $71,675.40 to Band 6 Level D $77,832.84.

   Salary and conditions of appointment will be in accordance with the Glenelg Shire Council’s Enterprise Agreement No. 6.

2. **Superannuation**

   The Shire is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. From 1 July 2014 the statutory contribution is 9.5% of the annual salary. Under the Enterprise Agreement the Local Authorities Superannuation Fund, known as Vision Super will be the Employer Default Fund. Employees may choose to have contributions directed to any complying superannuation fund under the Superannuation Industry (Supervision) Act 1993. All employer superannuation contributions will be made by the employer to Vision Super, or to any other complying fund of the employee’s choice.

3. **Eligibility to Apply**

   To be eligible to apply for any position with the Glenelg Shire Council applicants must be an Australian or New Zealand citizen or have Permanent Resident Status or have a valid Working Visa.

4. **Normal Hours & Days of Work**

   The normal hours of work will be based on a 40 hour week. This system allows for approved rostered days off to be taken where the approved hours worked has exceeded 38. As a general guide, one rostered day off per month should be used.

5. **Salary Sacrifice**

   Salary sacrifice options include superannuation, employee’s children’s attendance at Council’s Childcare Centres and membership at the Portland Leisure and Aquatic Centre. Exclusions apply and applicants must adhere to the terms and conditions contained in the Salary Sacrifice Policy.

6. **Annual Leave**

   The successful applicant will be entitled to four weeks annual leave per annum and 17.5% Leave Loading.
7. **Sick Leave**

On commencement of service the employee will be granted a sick leave credit of one day of ordinary pay. On the first day of the second month of service the employee will be granted a sick leave credit of eleven days of ordinary pay.

On completion of one year’s service and each year’s service thereafter, further sick leave credits of twelve days on full pay will accrue without limitation.

8. **Family Friendly Environment – Balancing Work & Family Commitments**

Our Council is committed to providing a flexible and supportive working environment and flexible work arrangements, which enable and encourage employees to balance their work and family responsibilities and commitments.

9. **Pre-employment Medical & Police Records Check**

Applicants may be required to have a pre-employment medical, by a medical practitioner nominated and paid for by the Council and will be required to have a satisfactory Police Records Check.

10. **Commitment to Training, Development & Multi-Skilling**

Our Council is committed to providing on-going training and development for all employees to achieve multi-skilling, increase flexibility, enhance productivity and performance, achieve and maintain competitiveness, and to minimise the need to employ relieving staff.

11. **Smoke Free Environment**

The Council premises and vehicles are smoke free environments.


The Council is committed to providing a workplace free of all forms of discrimination and harassment. It aims for equality of opportunity for all employees and is consistent with our policy of merit-based selection and fairness.

Council continues to have four trained Equal Opportunity Contact Officers and use its formal induction process for new employees to emphasise the importance of the Policy and the commitment of Council to Equal Opportunity principles and Human Rights Charter compliance.

The Glenelg Shire Council is an equal employment opportunity employer.
GLENELG SHIRE COUNCIL

POSITION DESCRIPTION

EMPLOYEE: Vacant

POSITION TITLE: Environmental & Sustainability Coordinator

REPORTS TO: Group Manager Planning & Economic Development

DEPARTMENT: Planning & Economic Development

DATE APPROVED: 

COMMENCED IN POSITION: 

COMMENCED WITH COUNCIL: 

AWARD CLASSIFICATION: Band 6

This position is subject to the Glenelg Shire Council Enterprise Agreement.

The Glenelg Shire Council is committed to the Human rights principles and responsibilities of freedom, respect, equality and dignity. We will act compatibly, as far as practicable, with The Charter of Human Rights and Responsibilities by taking human rights into consideration when making laws, setting policies, providing services and to give human rights proper consideration in decision-making.

1. Position Objectives

a) To provide specialist technical and administrative services to Council in the areas of environmental and coastal management.

b) To co-ordinate the development of and facilitate the ongoing implementation of environmental and coastal management policies and strategies initiated by Council.

c) To promote the highest standards of environmental management and awareness amongst Councillors, staff and the local community.

d) To facilitate and encourage co-ordination of conservation, environmental and coast care activities carried out by local community groups, Council, government agencies and other organizations to ensure optimal environmental outcomes.

e) To manage actions related to sustainability, including key aspects of the draft Environmental Strategic Framework.

f) To develop works procedures for environmental issues.

g) Pursue grant funding for environmental projects.

2. Key Responsibilities & Performance Standards

a) To provide comment on planning applications received on the implications of those developments and uses on the environment, both in its built form and natural state.

b) To implement a strategic framework for environmental management across the municipality.

c) To integrate social, economic and environmental factors in strategic planning and decision making processes.

d) To investigate opportunities to maximise Council community and private sector contributions and partnerships to environmental projects.

e) To develop and collate information about the environmental features of the municipality that will assist with management decisions.

f) To pro-actively investigate all external sources of Landcare and other environmental projects fund/grant opportunities and to liaise closely with Landcare and other community groups and funding agencies during implementation of successful projects.

g) To work with the Catchment Management Authorities, Department Sustainability & Environment, landholders, conservation groups and other organizations to develop and implement co-operative environmental programs on private and public land.
2. **Key Responsibilities & Performance Standards continued**

h) To ensure corporate policies, practices and procedures are implemented in a uniform and timely manner including the preparation of reports and submissions
i) Develop energy management/conservation policies
j) Make application for funding.
k) Attendance at Council/Community meetings as required and directed by the Engineering Services Manager.
l) Develop priorities for environment projects including accurate estimate costs for works program.

3. **Key Performance Indicators**

The performance standards for this position include (but not limited to):

a) Management and completion of environmental capital works projects on time and on or under budget.
b) Management and completion of projects and reporting for externally funded programs.
c) Management and completion of customer requests in accordance with Council’s Customer Service Charter.
d) Meet Council and Department objectives in accordance with the relevant Council plans and strategies.
e) Ensure compliance with planning department referral timeframes and general Council policies with respect to developments.

4. **Confidentiality**

The Officer must not, whether during or after the Officer’s employment with the Council, make any improper disclosure or use of:

a) Any information or trade secrets of the Council;
b) The position of the Council or of any Councillor or Council Officer on any confidential matter; or
c) Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer’s best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

5. **Organisational Relationships**

**REPORTS TO:** Group Manager Planning & Economic Development

**SUPERVISES:** Staff on specific projects, as delegated

**INTERNAL LIAISONS:** Other Council staff

**EXTERNAL LIAISONS:** Contractors
Consultants
Government Agencies
Members of the public
6. **Accountability & Extent of Authority**

a) Accountable to the Group Manager for meeting established performance objectives.
b) Accountable for ensuring that all work is carried out to a high standard and within the required deadlines.
c) Required to have a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position to enable the employee to select the appropriate course of action in any particular case.
d) This position is responsible for performing the duties listed under key responsibilities and performance standards and for making routine decisions for the efficient and effective performance of such duties in accordance with guidelines established by the Engineering Services Manager.
e) The extent of authority for the position is in accordance with Council policies, procedures and delegations subject to Federal and State legislative requirements.

7. **Judgement & Decision Making**

a) Ability to provide environmental support to the Department to achieve organisational goals.
b) Ability to make decisions and implement courses of actions in accordance with Council directions, Management directions, Council policies, guidelines and federal and state legislation.
c) Issues, which involve changes to Council policy, procedures and financial arrangements, are to be referred to the Engineering Services Manager.
d) The ability to develop policies and strategic plans for Council.

8. **Specialist Skills & Knowledge:**

a) Sound knowledge and experience in local government environmental services provision.
b) Understanding of environmental principles and practices relevant to Local Government.
c) Sound knowledge and experience in project management.
d) Understanding of the local government act, road management act, planning and environment act and other associated acts.
e) Proficient in software used within Council, especially Microsoft Office software including Word, Excel (including graphs), Outlook, Project, etc.

9. **Management Skills:**

a) High level management skills to achieve Council goals.
b) Skills in managing time and planning of one’s own and others work to meet time frames.
c) Proven ability to manage and train staff (including tertiary qualified staff)
d) Ability to achieve results within budget.
e) Ability to implement the various Federal and State legislative requirements related to equal opportunity, occupational health and safety, etc.
f) Ability to negotiate with staff, the public and government departments to provide satisfactory outcomes for Council on issues raised.
g) Ability to lead, motivate and develop staff.

10. **Interpersonal Skills:**

a) Ability to communicate effectively both orally and in written communication with staff, the public and government departments.
b) Ability to act as a team player within the Department and in the organisation as a whole.
c) Ability to work under pressure and to problem solve.
d) Ability to remain pleasant and courteous at all times even when dealing with difficult customers.
11. **Qualifications & Experience:**
   
a) Relevant degree (preferably in Environmental Engineering or Environmental Sciences) and relevant experience is essential.
b) Experience in Local Government would be beneficial.
c) A current Victorian Driver’s licence is essential for this position.

12. **Risk Management Responsibilities (including OHS)**

The following items are the duties of each employee:

a) To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
b) To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
c) Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
d) Not wilfully place at risk the health and safety of any person at the workplace
e) Report all safety hazards and risk exposures, including theft and property damage, to their supervisor
f) Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
g) All staff are required to actively reduce Council’s exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

13. **Key Selection Criteria**

a) Relevant qualification (degree/ diploma).
b) Demonstrated Management experience.
c) Financial management experience.
d) Project Management experience.
e) Policy Development experience.
f) Experience in Local Government would be beneficial.
g) Current Victorian Drivers licence.

14. **Signed**

.......................................................... ........................................
Employee’s Signature Date

.......................................................... ........................................
Group Manager’s Signature Date
PLEASE TAKE TIME TO READ THIS FORM

PRIVACY STATEMENT

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position.

Under Information Privacy Principle 1.3 of the Victorian Privacy and Data Protection Act 2014 the Glenelg Shire has an obligation to explain how it will use all personal information that it may collect, to whom the Glenelg Shire may disclose the information, and how you can access this information. Access to the information can be arranged by contacting the Council’s Privacy Officer:

Ms Debra Clark
Governance Coordinator
Privacy Officer
Telephone: 03 5522 2305

Glenelg Shire Council, PO Box 152, Portland 3305.

At all times during the recruitment and selection process, all personal data will be handled in a highly confidential manner. All documents will be in secure storage and available only to members of the selection committee for the purpose of selecting the best person for the position.

In line with the Victorian Public Records Act 1973 and Equal Opportunity Act 1995, all unsuccessful applicants’ documentation will be permanently destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed.

Successful applicant details become employment-related information and will be placed on the successful applicant’s Personal File. The Glenelg Shire may release this personal information to third parties such as Vision Super Fund Pty Ltd, Victorian Workcover, Centrelink and the relevant Local Government Union for employment related purposes.

By receiving this form you acknowledge that the Glenelg Shire has made you aware of its policy on the storage of personal information, the purpose for its collection, and how to contact us to gain access to stored personal information.
ENTITLEMENT TO WORKERS’ COMPENSATION PURSUANT TO THE WORKPLACE INJURY, REHABILITATION AND COMPENSATION ACT 2013

Name of Prospective Employee: ___________________________________________

Proposed Position: Environmental & Sustainability Coordinator

Pursuant to Section 41 of the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended);

1. You are advised that the nature of the position you have applied for with the Glenelg Shire Council will be as follows:- (description of job duties)

   As per Position Description.

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please note that Section 41 of the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 41, any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the Glenelg Shire Council does not entitle you to compensation under the Workplace Injury, Rehabilitation and Compensation Act 2013 (as amended).

I acknowledge receipt of this document.

...............................................................

Dated the .................................. day of ....................................... 20..