

# POSITION DESCRIPTION

## SUPERVISOR NATURAL AREAS

### POSITION DETAILS

|                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| Date of Position Description   | December 2022                                               |
| Position Title                 | Supervisor Natural Areas                                    |
| Position Grade                 | 15                                                          |
| Directorate   Business Unit    | City Assets and Operations   Environment and Sustainability |
| Reports to                     | Group Manager Environment and Sustainability                |
| Physical Requirements Category | Category 1 – Desk role with Ergonomic Requirements          |

### POSITION OVERVIEW

This position is responsible for managing, leading and supervising natural areas staff who deliver a diverse, complex and at times a sensitive range of projects and programs.

### KEY RESPONSIBILITIES

#### Role specific

- Manage Natural Areas staff to plan, prioritise and deliver a significant program of works ranging in size, nature, sensitivity and complexity using Council and other procured resources.
- Manage the engagement of any external resources required to deliver design projects, including the supervision and administration of the engagement.
- Advocate and apply relevant current project management principles and practices with particular emphasis on Council's Project Management Framework to achieve desired outcomes, meeting time, quality and budget requirements.
- Manage stakeholder relationships to establish and maintain strong, effective internal and external stakeholder relationships to ensure high levels of engagement, communication and satisfaction so as to advise and assist them, including assisting or advising on developing project briefs, sourcing funds and implementing project plans.
- Manage the integration of multiple and diverse functional outcomes across the organisation in the delivery of Natural Areas projects.
- Provide professional, specialist technical and paralegal advice and guidance on Natural Areas matters to the organisation and external customers (State Government, public, developers, consultants etc) to achieve positive outcomes.
- Manage the implementation of Council's Natural Areas Management Plan, Plans of Management for Community Land and other relevant strategic plans such as the Environmental Sustainability Plan, Biodiversity Plan and Community Infrastructure Plan.
- Manage the planning, implementation and review of a diverse range of Natural Areas projects and multi-disciplinary teams. This includes the Management and preparation of funding applications, Cost estimates, major project scoping, the Project Management processes and

reporting, contract documentation, project and work specifications and the Review of Environmental Factors (REFs).

- Lead the negotiating, mediating and resolving of complex environmental issues to achieve positive outcomes, and make decisions within delegated authority to ensure optimal safe outcomes are achieved with maximum productivity.
- Ensure that quality, safety, environmental and risk issues are appropriately addressed by staff in the coordination of their respective projects or programs. Ensure projects comply with the relevant legislation, regulations, policies and standards. With particular regard to; *NSW Local Government Act, Biodiversity Conservation Act, Biosecurity Act, Pesticides Act, OH&S Act, Environmental Planning and Assessment Act, Rural Fires Act* and. *Heritage Act*.
- Prepare, present, and monitor project budgets, programs and other management information as required.
- Manage and undertake the development, review and maintenance of strategic documents such as internal service level agreements, volunteer guidelines and charters, relevant new policies, work standards and procedures.
- Manage the assessment, implementation and monitoring of technical improvements and technological changes.
- Manage the planning and implementation of the Section's annual program of capital works. This will include developing project briefs, sourcing funds and implementing project plans.
- Represent Council's Natural Areas section at various Committee meetings including Aboriginal & Torres Strait Islander (ATSI) Committee, and various Council Workshops.
- Manage Aboriginal Heritage sites in consultation with relevant Aboriginal stakeholders in accordance with the NSW National Parks & Wildlife Act.
- Consult and liaise with Councillors, senior council staff, council officers, the community, public utilities and Government authorities in relation to natural areas (bushland, bushfire, biodiversity & water) matters.
- Manage and lead staff toward a positive workplace culture in accordance with Council's corporate values.
- Research funding opportunities, prepare submissions in conjunction with relevant Council staff as appropriate and apply for funding through Grants, Sponsorship and Partnerships.
- Manage Community based environmental programs including Bushcare, Environmental Education and Aboriginal liaison.
- Program and implement actions from various Council Plans including Biodiversity Plan, Educating for Sustainability Plan, various Plans of Management and Master Plans, as well as State and Federal Government plans including Threatened Species Recovery and Threat Abatement Plans relating to the environment and biodiversity.
- Contribute to corporate initiatives such as Parramatta Councils web page, Plans of Management and Master Plans, Parra 2025, State of Environment and Annual Reporting, Corporate Strategy and others as may arise.
- Act in a management role as required.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

**Qualifications**

- Recognised Degree qualifications including Environmental Management, Park Management, Environmental Science or related discipline.
- Class 'C' Driver's Licence

**Experience**

- Approximately 10 – 15 years' of demonstrated experience in Natural Areas Management or a related field.
- Demonstrated experience in the management of capital projects.

**Skills**

- Excellent understanding of the principles and practices of natural areas.
- Excellent communication, negotiation, advocacy and people management skills.
- Excellent policy development and report writing skills.
- Excellent problem-solving skills.
- Strong knowledge of the NSW Local Govt. Act, Rural Fires Act and Biodiversity Conservation Act as it relates to management of public land.
- Sound knowledge of employment relations principals and practices.
- Excellent Budget and financial management skills.
- Clear and concise written and verbal communication and negotiation skills and an ability to relate to all levels of staff within the organisation and the community.
- Excellent problem-solving skills and ability to resolve and investigate matters in a methodical manner and be able to convey complex and technical information to others.
- Ability to participate in a changing workplace, both independently and as part of a team.
- Ability to manage personal work priorities and professional development.
- Understanding of the role and functions of local government.
- Understanding of protocols governing need for privacy and confidentiality.
- Demonstrated ability to work successfully with volunteer groups and public authorities.
- Competency in the use of Microsoft computer software.
- Demonstrated organisational and time management skills.
- Demonstrated project and contract management skills.