
POSITION DESCRIPTION

Position Title	Regional Environmental Program Manager (Contaminated Land)
Office Location	59 Bonville Ave, Thornton, NSW
Reports to	Director Environment Division
Package	Full time (\$100,000 – \$110,000 including salary and superannuation, plus private use motor vehicle)
Date	6 May 2019

The Hunter Joint Organisation

The Hunter Joint Organisation (JO) is one of 13 Joint Organisations located across NSW established under the *NSW Local Government Act* to facilitate regional and rural councils working together for better regional outcomes. The Hunter JO works collaboratively with the 10 Councils of the Hunter Region (Mid Coast, Port Stephens, Newcastle, Lake Macquarie, Cessnock, Maitland, Singleton, Dungog, Muswellbrook & Upper Hunter), and with Central Coast Council. The principal functions of the JO include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy.

The Position

The Hunter JO is seeking to employ a Program Manager in its Environment Division to design and deliver regional programs identified in the [Hunter Joint Organisation Strategic Plan 2018-21](#) and [Strategic Regional Environmental Priorities](#) for the Division. The initial 3-year focus of the position will be on delivering a Regional Contaminated Land Capacity Building Program funded by the NSW Environment Protection Authority and member Councils, however the opportunity to expand and diversify into different areas will be available over time depending upon the ongoing focus, directions and resources of the Hunter JO.

The role will be based in a small, innovative and committed team of project management and technical staff and requires:

- A professional, highly motivated individual with a passion and commitment to go the extra yards to drive and deliver change and innovation.
- A self-reliant individual who can work both independently and in a team environment, to successfully deliver high quality outcomes.
- Sound knowledge and experience in applying NSW Contaminated Land legislation and policy in a local government context.
- Confidence in engaging and managing the participation and expectations of a wide range of stakeholders with different perspectives, agendas and levels of understanding and commitment.
- Considerable understanding and experience in implementing sustainability and/or environmental programs and initiatives, including a focus on contaminated land management.
- The ability to work closely with other staff in the JO, Councils, Project Advisory Groups, stakeholder organisations and government agencies to engage their participation in program initiatives and to identify and capitalise upon synergies, resources and collaborative opportunities.
- The ability to research, analyse, synthesise, and clearly report on findings to a variety of technical and non-technical audiences.
- Excellent communication, liaison project planning and time management skills.
- A willingness and capacity to work on a wide variety of programs and initiatives, and to adapt to changing circumstances and priorities.

[View the full position description](#)

Applications Close	9.00am Monday 3rd June 2019
Applications to	Applications are to be emailed to steve@huntercouncils.com.au
Application Format	Applications MUST include the following: <ol style="list-style-type: none"> 1. A short cover letter outlining your interest and suitability for the role 2. Application Form addressing the Essential and Desirable selection criteria 3. Up-to-date Resume / Curriculum Vitae
Questions	Steve Wilson A/Director Environment Division P (02) 4978 4026 E steve@huntercouncils.com.au

Key Responsibilities

The Regional Environmental Program Manager (Contaminated Land) will undertake the development and delivery of a variety of tasks including the facilitation of multi stakeholder working groups; engagement and management of consultants and contractors; design and delivery of regional forums, workshops and training events; research and data analysis; educational material development; grant applications and reporting; award applications; and any other task as required to deliver quality outcomes for the region.

Key Responsibilities	Expected Outcomes
Program Management	
Successfully manage implementation of the 2019-2022 Regional Contaminated Land Capacity Building Program	<ul style="list-style-type: none"> • Project plans and work plans are developed and maintained to ensure delivery of program on time and on budget • Program activities and outputs are delivered according to agreed milestones, standards and timeframes
Facilitate regional stakeholder groups	<ul style="list-style-type: none"> • Management and facilitation of various stakeholder groups, including provision of secretariat services. • Presentations to groups on program proposals and initiatives
Manage consultants, contractors, project partners and stakeholders to ensure project outcomes are delivered within specified timeframes and budgets	<ul style="list-style-type: none"> • Contracts are developed via approved Hunter JO procedures • Contracts are effectively managed to time and budget and required outcome/output • Advisory panels are managed to facilitate timely and effective contributions to project implementation by key stakeholders

Key Responsibilities	Expected Outcomes
Regularly report on project delivery (in a variety of formats), to a range of stakeholder organisations including funding authorities, member councils and partner organisations	<ul style="list-style-type: none"> Funding body reporting requirements are met within the expected timeframes and formats Hunter JO reporting requirements are met within the expected timeframes and formats
Regularly undertake project evaluation to ensure activities will provide the required project outcome, and effectively adapt delivery to ensure this is the case	<ul style="list-style-type: none"> Develop and implement a Monitoring and Evaluation system for those projects under the care and control of the Program Manager Undertake required evaluation and regularly report outcomes Active adaptive management techniques implemented to ensure program outcomes are met
Design and deliver regional activities (e.g. workshops, forums, training sessions and briefings) to build the awareness, skills and capacity of Council staff	<ul style="list-style-type: none"> Design and deliver workshops, capacity building events and training sessions as required to meet program objectives and outputs
Technical Requirements	
Develop regional reports, templates and guidelines to support Councils improve local systems and procedures for managing Contaminated Land	<ul style="list-style-type: none"> All reports, templates and guidance resources, are developed to a high professional standard
Research, analyse and synthesise technical and planning information to assist Council staff with queries involving contaminated land matters.	<ul style="list-style-type: none"> Internal reports developed synthesising outcomes of research and providing recommended priorities, strategies and approaches
Support Councils to adapt regional resources to suit their local scale, capacity and needs	<ul style="list-style-type: none"> Regional resources produced by the Hunter JO are adapted and implemented by member Councils
Undertake research of complex issues and analyse, synthesise and clearly report on the findings and recommendations arising, to a variety of technical and non-technical audiences and stakeholders	<ul style="list-style-type: none"> Internal reports developed synthesising outcomes of research and providing recommended priorities and activities
Develop regional positions on a range of contaminated land and other environmental issues	<ul style="list-style-type: none"> Develop, utilising approved Hunter JO templates, regional responses to legislative reviews and other areas of regional advocacy Effectively coordinate the timely inclusion of local Council input into the development of regional positions
Provide timely advice on Advocacy Positions that the Hunter JO Board will be asked to take as they relate to contaminated land and other regional environmental management issues	<ul style="list-style-type: none"> Provision of accurate, and timely advice to inform advocacy activities

Key Responsibilities	Expected Outcomes
Relationship Management	
<p>Successfully identify, engage and manage the participation of member Councils and key stakeholder organisations (e.g. State Government Agencies) to effectively inform, participate in, and contribute to successful delivery of program activities</p>	<ul style="list-style-type: none"> All participating Councils and other key stakeholders are actively engaged, participate in program activities, and provide required input and information in a timely fashion
<p>Actively engage with other Regions to effectively inform, participate in, and contribute to successful delivery of program activities</p>	<ul style="list-style-type: none"> Engage regularly on the development and delivery of cross-regional projects, or joint requests for the State government to assist regions with project funding or delivery
<p>Successfully engage with the NSW Government agencies (DoP, EPA, OEH, OLG, etc.) to effectively inform, participate in, and contribute to successful delivery of program activities</p>	<ul style="list-style-type: none"> Effective relationship managed with Government Agencies to ensure ongoing support of Hunter JO programs and activities
<p>Represent the Hunter JO on Regional, State or National Working Groups as required</p>	<ul style="list-style-type: none"> Professionally represent the Hunter JO
<p>Present a positive and professional image to external organisations and stakeholders</p>	<ul style="list-style-type: none"> All reports, guidance resources, correspondence and presentations are developed and delivered to a high professional standard
Financial Management	
<p>Manage budgets to ensure programs are delivered within specified timeframes and budget</p>	<ul style="list-style-type: none"> Undertake regular budget planning and review processes Monthly budget acquittals completed All invoices appropriately processed in a timely manner Adaptively manage the project budget to reflect changes in approved project priorities and program
<p>Develop applications for project funding to expand the focus and deliverables of the Regional Contaminated Land Program and other Hunter JO programs</p>	<ul style="list-style-type: none"> Development & submission of additional funding applications to relevant funding opportunities
Organisational Obligations	
<p>Provide assistance to other staff in the Hunter JO to assist in the successful delivery of organisational programs and activities</p>	<ul style="list-style-type: none"> Active participation in team meetings Active participation in project planning and evaluation meetings
<p>Provide accurate and timely advice to ensure program information is included in Hunter JO communications (e.g. newsletters, operational reports, websites, media releases)</p>	<ul style="list-style-type: none"> Provision of required information in the timeframe required

Key Responsibilities	Expected Outcomes
Participation in Hunter JO corporate activities	<ul style="list-style-type: none"> Participation in Hunter JO staff events and activities
Development of applications for Industry Awards recognising achievements of the Hunter Joint Organisation	<ul style="list-style-type: none"> Development and submission of project applications to relevant awards programs

Selection Criteria

Qualifications / Education Level	
Tertiary qualifications in environmental management, science, health, planning or equivalent	Essential
Knowledge, Skills and Ability	
Knowledge of the <i>NSW Contaminated Land Management Act, Environmental Planning and Assessment Act, State Environmental Planning Policy 55 and SEPP 55 Remediation of Land NSW Planning Guidelines.</i>	Essential
Knowledge of local government's role in managing contaminated land	Essential
Passion and commitment to go the extra yards to drive and deliver change and innovation	Essential
Flexible, adaptable and people-oriented, including the ability to work in an environment of competing (and changing) priorities	Essential
Demonstrated skills in organising, delivering and documenting outcomes from meetings, forums and workshops, including the delivery of formal presentations and facilitation of workshop activities	Essential
Demonstrated skills in researching technical issues, analysing outcomes, and communicating the research findings to various technical and non-technical audiences	Essential
Demonstrated skills in preparing (including writing content) of professional guidance and communication resources, including professional guidelines, training resources, and communication / engagement materials	Desirable
Knowledge and understanding of legislation and guidelines such as: <ul style="list-style-type: none"> NSW DECC Waste Classification Guidelines NSW DEC (2006), Guidelines for the NSW Site Auditor Scheme NEPM Guideline on Investigation Levels for Soil and Groundwater NSW EPA Guidelines for Consultants Reporting on Contaminated Sites. 	Desirable
Experience	
Minimum 5 years relevant experience	Essential
Demonstrated experience and success in project planning and management (across multiple projects) that has seen delivery occur within specified timeframes and budgets	Essential
Experience in successfully engaging and managing the participation and expectations (and potentially competing objectives), of multiple partners and stakeholders to ensure delivery of projects on time and within budget	Essential

Experience in reporting the status and progress of project implementation, in a variety of formats, to a diverse range of partners and stakeholders	Essential
Experience working and reporting on contaminated land management and remediation projects.	Desirable
Experience working for / with Local Government.	Desirable
Other	
Class C NSW Drivers licence	Essential