

Hunter Joint Organisation

POSITION DESCRIPTION

Position Title	Regional Policy and Program Manager
Employment Status	Full time (38-hour week)
Office Location	59 Bonville Ave, Thornton, NSW
Date	March 2020
Reports to	Divisional Director
Direct Reports	Project Coordinators and Project Officers
Package	\$120,000 - \$130,000 (including salary, superannuation and private use motor vehicle)

Position highlights

- **Develop, advocate and deliver policy and programs on behalf of the Hunter Region and its member Councils**
- **Lead and manage the Hunter Joint Organisation’s Environment Program**
- **Dramatically expand your network and build key stakeholder relationships**
- **Be part of creating a sustainable future for the Hunter Region and Central Coast**

Help to sustainably grow and develop the Hunter Region

The Hunter is one of Australia’s leading regional economies, one that is entering a new and exciting phase with a growing metropolitan area, greater economic diversification and global gateways that link the region to the rest of the world. Home to more than 860,000 people and growing, the Hunter’s thriving metropolitan cities, towns and villages, rural landscapes, stunning coasts, mountains and waterways, and biodiversity-rich natural environment make the Hunter one of the great places to live and work.

To assist in leading and shaping this new period of regional growth and transition, the Hunter Joint Organisation (JO) is inviting applications for the role of Regional Policy and Program Manager. The primary focus of the role will be on leading and managing the JO’s long established and respected Environment (HCCREMS) Program which services the 10 Hunter JO member Councils and Central Coast Council, delivering directly on the action area from the [Hunter Joint Organisation Strategic Plan](#) to “protect the enviable environment for future generations and ensure resources are used efficiently”.

Working for the collaborative body of the Hunter's Council's

The Hunter Joint Organisation (Hunter JO) is the hub for local government collaboration, striving to strengthen communities by facilitating evidence-based strategic outcomes for the Region. A progressive and visionary organisation, the Hunter JO creates and has input on a diverse range of projects that are both imperative and interesting. Its principal functions include:

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

The Role

The role forms part of the JO's newly established Regional Policy and Programs Division, established to facilitate and drive delivery of collaborative and evidence-based strategic outcomes across the range of action areas identified in the Strategic Plan. It will work closely with other JO staff including the CEO, Executive Officer, Divisional Director, other Regional Policy and Program Managers, Project Coordinators and technical staff. It will also work with a growing and expanding range of external stakeholders including member Councils (staff and elected officials), State and Commonwealth Government agencies, research institutions, business and community groups.

The Regional Policy and Program Manager will be directly responsible for planning and managing the operational delivery of the JO's Environment Program. In addition to managing the day-to-day operations of the Environment Team, the role will undertake a range of activities including research, planning, advocacy and project management, that contribute directly to delivery of the [Strategic Regional Environmental Directions](#) established for the JO, focusing on:

- Natural Systems
- Environmental Resilience
- Liveable Communities
- Resource Recovery / Circular Economy

Key responsibilities:

- Coordinate multi stakeholder committees and working groups to drive collaborative development of regional policy and advocacy positions and to support regional program delivery
- Deliver, analyse, synthesise and communicate the outcomes of research addressing a range of technical, scientific, economic, environmental, community, planning and development issues and priorities;
- Provide timely advice, information and briefings to the CEO and Hunter JO Board on regional issues and proposed policy and advocacy positions;
- Develop, communicate and undertake activities, including coordinating the development of regional submissions, to clearly articulate regional policy and advocacy positions of the Hunter JO;
- Design, project manage, evaluate and promote the progress and outcomes of regional programs that address priority regional issues and needs
- Manage staff, consultants, contractors, project partners and stakeholders to ensure regional programs are delivered within established parameters, timeframes and budgets

- Design and deliver forums and workshops to build awareness, capacity and commitment to address regional issues and priorities
- Prepare project/investment proposals, business cases and grant applications to expand the focus and deliverables of Hunter JO regional programs.
- Actively engage with other regions to effectively inform, participate in, and contribute to successful delivery of HJO activities and programs
- Represent the Hunter JO on regional, State or National working groups as required.

Selection Criteria

Essential
Tertiary (University level) qualifications appropriate to the role
Passion and commitment to go the extra yards to drive and deliver change and innovation
Flexible, adaptable and people-oriented, including an ability and enthusiasm to work in an environment of competing (and changing) priorities
Demonstrated success in facilitating change through policy development and advocacy
Demonstrated experience in program planning and management, including direct supervision of staff / contractors to successfully deliver agreed organisational priorities within specified timeframes and budgets
Demonstrated skills in researching technical issues, analysing outcomes, and communicating the research findings to various technical and non-technical audiences
Demonstrated experience and success in recognising the interests of various stakeholders, at both corporate and individual levels, and in synthesising and aligning that information to design and deliver effective policy and programs
Demonstrated skills in preparing (including writing content) of professional papers and reports (e.g. briefing papers, policy documents, submissions, project/business/investment proposals, grant applications and communication resources)
Demonstrated success in attracting funding from a variety of external organisations through writing and promoting grant applications and/or investment proposals
Minimum 10 years relevant experience
Class C NSW Drivers licence
Desirable
An understanding of the status and role of Joint Organisations in facilitating improved regional outcomes
Demonstrated knowledge of key legislation and guidelines such as: <ul style="list-style-type: none"> • NSW Local Government Act • NSW Environmental Planning and Assessment Act • NSW Local Government Integrated Planning and Reporting Guidelines
Experience working for / with Local, Regional or State Government organisations.

More Information

For more information or to discuss the role, contact Steve Wilson – Director Policy and Programs, Hunter Joint Organisation on 0448 401 436 or at steve@hunterjo.com.au.

Submitting an Application

Applications are to be emailed to enviroadmin@hunterjo.com.au and must include the following:

1. 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

The closing date for applications is 12.00 pm Monday 27 April 2020.