

SYDNEY COASTAL COUNCILS GROUP INC.

councils caring for the coastal and estuarine environment



Executive Officer Information Package

April 2018

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456 Kent Street
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Sydney NSW 2001
www.sydneycoastalcouncils.com.au

JOB ADVERTISEMENT



EXECUTIVE OFFICER

(\$120,000 – \$140,000 + super)

Have exceptional leadership, management and communication skills? Work well managing a small and busy team? Wish to lead coastal management at a regional level? Then this role may be for you.

We're seeking an experienced, proficient and enthusiastic Executive Officer to provide overall management responsibility for the Group's operations, providing high level advice, policy development and decision-making support to the Group in relation to coastal matters.

To be successful in this role you will be an experienced leader having extensive workplace experience with demonstrated highly developed policy implementation and project management skills in a multi-disciplinary environment service organisation. You will demonstrate superior communication and representation skills with expertise in stakeholder engagement and facilitation.

To apply: For details related to application process and employee benefits, please go to www.sydneycoastalcouncils.com.au to view and refer to the **information package**.

Applications to be submitted by email to recruitment@sydneycoastalcouncils.com.au by 5.00 pm Sunday 29 April 2018 with the title 'Application for Executive Officer Position'.

Position description: To view or download the position description and selection criteria to be addressed as part of your application refer to **position description** available on www.sydneycoastalcouncils.com.au.

For further information contact: Geoff Withycombe on 02 9246 7791 or geoff@sydneycoastalcouncils.com.au.

HOW TO APPLY

Thank you for your interest in applying for the position. The following information has been provided to assist you with your application.

1. What should I include in my application?

Applications should be clear and concise and **must** include:

- a) A Resume that summarises your employment history, experience, education and the name and telephone number of two referees (people who have directly supervised you or who have knowledge of your capacity to perform the duties of the advertised position)
- b) A response to each of the essential and desirable selection criteria is required in order for your application to be assessed.

2. Submission of applications

Applications are to be submitted by email to recruitment@sydneycoastalcouncils.com.au by the closing date with the title 'Application for Executive Officer Position'.

3. Closing date

5.00pm on Sunday 29 April 2018

4. The selection process

The SCCG's selection process is based on merit principles and equal employment opportunity. Addressing the selection criteria is an important element of your application. Do not simply state that "you meet the criteria" - list each criterion as a heading and under each heading clearly explain how you meet it, providing examples where possible to support your claim(s).

5. The selection panel

The selection panel plays a crucial role in the recruitment process. It is responsible for assessing the relative merit of your application by reviewing your resume and how well you meet the selection criteria. The selection panel will shortlist applications identifying applicants for further assessment by determining who best meets the criteria. Applicants shortlisted for further assessment will be contacted and invited for an interview before the selection panel. An assessment is made of the relative suitability of applicants - assessing the relationship between an applicant's qualifications, skills, knowledge and attributes and those required for the position. Applicants may be requested to demonstrate their qualifications, skills, knowledge or attributes by producing evidence or performing tasks.

6. Referees

Ideally one of your referees will be your current supervisor or manager. We will not contact your referees without first discussing this with you. Applicants are strongly encouraged to make suitable arrangements with their nominated referees prior to the lodgement of their application.

7. Making an offer

The successful Applicant will be offered employment once reference checks have been undertaken and the results confirm that the Applicant can meet the requirements of the role.

8. Additional Information

If you have any queries, please contact Geoff Withycombe on 02 9246 7791 or geoff@sydneycoastalcouncils.com.au.

The SCCG

The Sydney Coastal Councils Group (SCCG) is a voluntary Regional Organisation of Councils representing nine coastal councils (www.sydneycostalcouncils.com.au). Established in 1989, it promotes cooperation and coordination between Member Councils with the mission to provide leadership through a coordinated approach to sustainable coastal management. The organisation's activities are conducted by the Secretariat which currently comprises the following key roles:

- Executive Officer (EO)
- Manager – Projects and Programs (MPP)
- Support Officer (SO P/T)

The EO administers the Group and its Committees and manages the finances of the Group. The EO reports directly to the Chairperson and the Group's Executive Committee.

The Group consists of three primary committees:

- The Executive Committee
- The Full Group Committee (Councillors and staff)
- The Technical Committee (staff)

Additional Information related to Sydney Coastal Council Group and its activities can be found on our website www.sydneycostalcouncils.com.au.

Employee Benefits

We believe our people are the key to our success. A range of initiatives and programs are available to encourage our people to develop their skills and career. Some of the benefits:

- Access to a vehicle to be negotiated with the successful applicant
- Salaries consistently above the industry average.
- 19 day month (flexible working arrangements policy).

POSITION DESCRIPTION

PROFILE

Organisation:	Sydney Coastal Councils Group Incorporated (SCCG).
Position Title:	Executive Officer
Responsible to:	The Chairperson and Executive of the Group
Tenure:	A three-year performance-based contract (subject to a successful 3-month probation), with potential to extend.
Location:	The SCCG office, currently hosted by the City of Sydney Council (until 30 June 2018) new host member council to be announced.
Travel requirements:	The Executive Officer be required to attend meetings, workshops, seminars and the like at external venues.

EMPLOYMENT CONDITIONS

Salary package:	\$120,000 - \$140,000 (plus superannuation). Access to a vehicle to be negotiated with the successful applicant.
Superannuation:	In accordance with the Superannuation Guarantee Legislation, currently 9.5% of salary.
Hours of Work:	<p>Minimum standard hours 38 hours / week. Employees are generally required to commence work by 8:30 am and finish at 5:00 pm, Monday to Friday or such other times as reasonably determined by SCCG and subject to the requirements of any relevant modern award, enterprise agreement or other industrial instrument.</p> <p>From time to time you will be required to work outside the standard work hours or work reasonable additional hours in order to meet SCCG business needs and your individual objectives, for example you will attend the SCCG Full Group meetings quarterly on a Saturday. This has been taken into consideration when calculating the Remuneration Package.</p>
Rostered day off:	One day per calendar month, subject to Award in arrears, to be taken within two months of accrual.
Award:	Local Government (Modern) Award 2010.
WHS & EEO:	All employees must adhere to the Rules, Regulations and Policies of the SCCG and its host Council relating to both Work Health and Safety, and Equal Opportunity Employment.

POSITION RESPONSIBILITIES

Primary Purpose:

The Executive Officer is the Group's officer for exercising overall management responsibility for the Group's operations including:

- To manage the implementation of the SCCG Business Plan 2017 - 2019
- To enhance cooperation between and coordination of, actions by member Councils and stakeholders
- Exchange knowledge and build expertise of Member Councils
- Provide a regional cohesive voice representing Member Councils
- Identify and address current and emerging regional coastal and estuarine issues.

Position Summary

The Officer:

- i) Acts as the primary link between member councils and the Group and is responsible for providing assistance to the Executive and the member council delegates in developing and implementing policy and programs for the Group.
- ii) Manages and provides leadership and encouragement to employees, member councils and other stakeholders in achieving the Group's objectives.
- iii) Acts as the Public Officer and manages the governance, administrative and financial affairs of the Group including Incorporation (*NSW Fair Trading*) requirements.
- iv) Communicates and promotes the Group's vision, mission, goals and initiatives as per the SCCG Business Plan and Strategic Plan to member councils, the communities they service and other stakeholders.
- v) Appoint, manage and supervise SCCG employees (and contractors) including all staff professional development and training.
- vi) Provide high level and professional representations and promotion of the Group and its activities to all levels of Government, the community, academia, industry and other stakeholders.

KEY ACCOUNTABILITIES

1. Provision of high level advice, policy development and decision-making support to the Group in relation to coastal matters.
2. Ensure implementation of the Group's resolutions, policies, decisions, administration and governance.
3. Co-ordination and facilitation of the exchange of information on urban coastal management to local councils.
4. Develop and promote regional strategies and co-ordination of their implementation to facilitate integrated and sustainable management of the urban coastal environment
5. Identification of sources of funding available to local government for the management of the urban coastal environment and to facilitate the procurement and distribution of these funds.
6. Engage with stakeholders on coastal matters and other related matters of interest to member councils
7. Business development of the Group including increasing SCCG member councils within Sydney (and NSW as required)
8. Enhancement of community awareness on matters related to urban coastal management.

SCHEDULE OF DUTIES

1. Provide leadership and co-ordinate committee and working group operations and performance. (e.g Executive, Technical and Full Group Committees).
2. Chair or provide representation on various internal and external committees and working groups.

3. Develop, implement, and review the Group's Constitution, Strategic Plan, and the SCCG Business Plan 2017 - 2019.
4. Develop and maintain organization structures to achieve the Group's objectives.
5. Exercise management and oversight of the Group's financial, administration and governance operations including implications of policy determinations.
6. Communicate and promote the Group's policies and programs to stakeholders, the member councils and the communities they serve.
7. Advocate and engage with stakeholders at a high level on behalf of member councils.
8. Ensure services, communications and dealings of the Group's staff with the community and external organisations is of a high standard.
9. Brief, supervise and manage consultants, contractors for specific investigations.
10. Liaise with officers of government and non-government organisations.
11. Prepare agendas, minutes and annual financial reports and quarterly financial statements and budgets.
12. Prepare grant applications and liaise with the relevant officers with regard to grant funding.
13. Supervise/lead the team to develop individuals and improve teamwork and outputs.
14. Promote/facilitate research into coastal zone management.

SELECTION CRITERIA

PLEASE ADDRESS EACH ESSENTIAL AND DESIRABLE CRITERIA

ESSENTIAL

- Degree qualification(s) in a relevant discipline of science, natural resource management, coastal management or equivalent.
- Extensive workplace experience including in a multi-disciplinary organisation and working within a small team environment.
- Demonstrated highly developed policy implementation and project management skills in a multi-disciplinary environment, including experience developing, submitting and managing grant projects,
- Demonstrated experience managing, directing and monitoring staff, consultants, contractors, including their work programming, performance and professional development.
- Knowledge and understanding of coastal, estuarine and catchment processes and management, including knowledge of current national, state and regional coastal issues, policies and practices.

- Excellent communications and stakeholder engagement skills, including:
 - Experience in preparing and executing communications strategies.
 - Proven consultation and facilitation skills
 - Experience in negotiation and conflict resolution
 - Ability to research, document and synthesise information for various audiences.
 - Well-developed interpersonal skills with the ability to gain co-operation and assistance from a range of stakeholders
 - Facilitating and chairing committees and working groups.
- Experience and capability in undertaking high level advocacy at all levels of government including at a Ministerial level
- Demonstrated experience providing coordination and leadership of organisational governance systems and practices and financial management.
- Demonstrated innovative and creative approaches to business development and securing external funding
- Demonstrated strategic thinking, conceptual, analytical and problem-solving skills.
- Competent computer literacy (e.g. Windows, MS applications (including Excel & Access))
- Class '1A' driver's licence.
- Knowledge and understanding of Equal Employment Opportunity (EEO), Ethical Practice and Work Health and Safety (WHS)

DESIRABLE

1. Knowledge of Local Government operations and/or experience working in Local Government or another Government organisation.
2. Experience working in a small team environment.



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