

# Role Charter

POSITION:	COORDINATOR NATURAL ENVIRONMENT & RESILIENCE
Reports to:	Manager Environment & Sustainability
Accountable to	Director City Planning
Group:	City Planning
Date revised:	April 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To provide leadership and innovation to the Natural Environment & Resilience team and to lead, coordinate and ensure the efficient and effective delivery of a range of functions and services specific to the natural environment and community resilience to natural hazards and changing climate.

Additionally, The Coordinator Natural Environment & Resilience is responsible for delivering strategy, planning and approvals support, natural resource management services and community engagement and education relating to natural environments including bushland, wetlands and waterways and environmental hazards including heat, bushfire, drought, flooding and climate change adaptation.

## Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

## Management

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

### Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

### Manage operations

- Support the Manager and the team in the effective delivery of Council's services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

### Manage relationships

- Act as the primary link between the Manager and the staff of the team.
- Participate in nominated cross organisational teams.

- Establish and maintain productive relationships.

## **Manage performance**

- Have input into business plans for the section for integration with Council's Strategic Planning.
- Monitor and report on team performance.
- Identify employee development and performance improvement within Council's workforce development framework.
- Focus on the continuous improvement.

## **Core Accountabilities**

1. Lead, coordinate and support the operation of Council's Natural Environment and Resilience function in accordance with relevant acts and regulations and the organisation's adopted policies and associated frameworks.
2. Lead, coach and develop staff across the Natural Environment and Resilience team, ensuring collaboration and excellence in service delivery to both internal and external stakeholders.
3. Develop, implement and monitor performance of policies, strategies, management plans and risk assessments relating to the natural environment and community resilience to natural hazards and changing climate, inclusive of flood planning, estuary management, waterway health, biodiversity and contamination management.
4. Supervise the delivery of referral comments for the Planning and Development and Strategic Planning sections in the areas of biodiversity, contamination, water quality, flooding and other matters relating to natural environment and resilience.
5. Supervise the delivery of approvals support for maintenance and delivery of Council assets under Part 5 of the Environmental Planning & Assessment Act 1979.
6. Facilitate management, improvement and condition monitoring of Council's natural assets including bushland, wetlands and waterways in collaboration with Council's works department and community volunteers including Council's Landcare program.
7. Build collaborative working relationships with internal and external partners including but not limited to strategic planners, development planners, recreation planners, engineers, works teams, Mindaribba Local Aboriginal Land Council, Hunter Local Land Services, the Hunter Region Landcare Network, neighbouring Councils, Hunter Water and the Hunter Joint Organisation
8. In partnership with education and engagement specialists deliver community awareness and education programs relating to biodiversity conservation, natural hazards, wetland and waterway management.
9. Oversee Council's participation in grant funded environmental programs under relevant State and Federal government grant programs, including preparation of grant applications, grant project delivery, acquittals of grant monies and associated reporting.
10. Ensure that the team are timely and professional in their approach to assisting the public concerning enquiries relating to environmental activities, including Council's requirements and any appropriate regulations.

Undertaking any other duties, projects or tasks as directed by the Manager which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### Essential Criteria

1. Degree qualifications in Environmental Science, Environmental Conservation, Natural Resource Management or related field.
2. Knowledge and experience in the range of natural resource management issues relevant to the role including flood, estuary and biodiversity management, climate change adaptation, green and blue grid initiatives.
3. Demonstrated experience and ability to lead, coach and support staff and build teams with a commitment to achieve high standards of performance, meet work targets and objectives and deliver an exceptional customer experience.
4. Demonstrated negotiation and facilitation experience in the resolution of complex problems.
5. Proven ability to analyse information and produce meaningful, business-focused reports and metrics for sound decision making.
6. Well-developed interpersonal skills, including the ability to establish and maintain working relationships with internal and external stakeholders including employees, developers, community groups and the broader community.
7. Demonstrated ability to operate within defined budgets and to meet the operational and strategic financial targets of an organisation.
8. Current Class C Driver's licence.

### Desirable Criteria

1. Demonstrated knowledge of natural asset management tools and processes.
2. Demonstrated experience in the use of Geographic Information Systems (GIS) and data analysis tools relevant to environmental data.
3. Certification in project management such as PMP or Certificate IV in Project Management, or demonstrated equivalent experience.

Date:

Agreed:

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**Employee Name**

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**Employee signature**