

POSITION: **PRINCIPAL ESTUARY OFFICER**

REPORTS TO: **COORDINATOR BIODIVERSITY & RESILIENCE**

ACCOUNTABLE TO: **MANAGER, ENVIRONMENT & SUSTAINABILITY**

DIRECTORATE: **CITY PLANNING**

DATE REVISED: **OCTOBER 2024**

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and change over 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:



PRIMARY PURPOSE

Working in collaboration with a range of internal and external stakeholders, the role will be responsible for development and delivery of programs and projects that improve the health and appropriate management of the Hunter River Estuary.

CORE ACCOUNTABILITIES

1. Project manage the development and implementation of the Hunter River Estuary Coastal Management Program, in accordance with the NSW Coastal Management Manual, including communications, procurement, contract management, budgeting and reporting.
2. Manage and administer grant projects under the coasts and estuaries program and other relevant grant programs, including preparation of funding applications, acquittals of grant monies and associated reporting.

3. Convene the Coastal Management Program project officer working group and other issues based working groups as required.
4. Consult and liaise with government agencies, statutory authorities, business, industry and inter Council in relation to estuary management issues.
5. Deliver estuary and wetland education and awareness initiatives and capacity building programs for the community and internal stakeholders.
6. Collect, manage, analyse and present spatial, time series and community data relating to the various aspects of estuary and wetland management.
7. Support innovation and act as a technical expert for the organisation by providing mentoring and strategic advice on estuary and wetland management including implementation of nature based solutions
8. Provide high level technical advice and mentoring to the Natural Environment & Resilience team and internal stakeholders on estuary management issues as required.
9. Working with relevant Council officers from across the organisation, deliver environmental sustainability projects consistent with relevant policy and plans including the development and management of budgets.

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

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

ESSENTIAL CRITERIA

1. Completion of a degree in Environmental Science, Natural Resource Management, Environmental Engineering or an equivalent of relevant contemporary experience and/or education/training particularly in a coast and estuaries related role.
2. Contemporary industry knowledge and demonstrated experience in the coordination and implementation of environmental sustainability projects and programs in the areas of estuary and wetland management.
3. Excellent verbal communication skills and networking and community engagement skills with a diversity of stakeholders to achieve desired outcomes.
4. Solid research, analytical and problem solving skills with previous experience in presenting findings to key stakeholders with specific recommendations and actions.
5. Demonstrated experience in the development of business cases and cost benefit analyses for natural resource management projects and programs.
6. Current class C driver's licence

DESIRABLE CRITERIA

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

Date:



Agreed:

Employee Name

Employee signature

