

POSITION: PRINCIPAL RESILIENCE OFFICER

REPORTS TO: MANAGER ENVIRONMENT & SUSTAINABILITY

ACCOUNTABLE TO: GROUP MANAGER PLANNING & ENVIRONMENT

GROUP: PLANNING & ENVIRONMENT

DATE REVISED: MAY 2023

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 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 me.



BE WELCOMING
Care for me as a person, not a task or a number.



BE OPEN MINDED
Listen to me and work with me to find solutions.



LOOK OUT FOR ME
Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES
Follow through on your commitments to me.

PRIMARY PURPOSE

To lead complex and high profile projects that build the resilience of the Maitland Local Government Area so that our city and community can plan for and adapt to natural hazards and changing climate, including flooding, heat, drought, bushfire, and climate change adaptation.

To work in collaboration with internal and external stakeholders, including designers, engineers, planners, environmental officers, asset managers, communications and engagement staff and emergency response agencies on complex natural hazard management and resilience matters including strategic floodplain management, urban heat, and climate change adaptation.

CORE ACCOUNTABILITIES

1. Research and develop strategies, policies and plans relating to resilience to natural hazards and changing climate with a particular focus on floodplain management, urban heat and climate change adaptation.
2. Coordinate and support the effective functioning of the Maitland Floodplain Risk Management Committee.
3. Lead the development and review of key flood planning documents including flood studies and the Floodplain Risk Management Study and Plan.
4. Liaise with and support key internal stakeholders including strategic planners, engineers, environmental officers, estuary management staff, communications officers, works and maintenance personnel to implement the adopted actions of the Floodplain Risk Management Plan.
5. Provide technical leadership in communicating natural hazard risks to the community and work with relevant internal stakeholders and government agencies to improve community resilience to natural hazards and changing climate.
6. Support the development of high quality business cases, cost benefit analyses and funding applications for resilience projects and programs.
7. Working with relevant Council officers from across the organisation, deliver resilience projects and programs consistent with relevant policy and plans including the development and management of budgets.
8. Support innovation and act as a technical expert for the organisation by providing mentoring and strategic advice on emerging issues relating to natural hazards and changing climate.
9. Actively contribute to the development and implementation of organisation wide resilience management through the development of strong and collaborative working relationships across departments and teams within Council.
10. Consult and liaise with government agencies, statutory authorities, business, industry, inter Council and the community in relation to resilience issues.
11. Provide high-level technical advice and mentoring to the team and internal stakeholders as required.

To undertake any other duties, projects or tasks as directed by the Coordinator/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. Degree qualifications in environmental engineering or environmental science, environmental sustainability, or an equivalent combination of relevant contemporary experience and/or education/training particularly in a climate change adaptation, resilience or floodplain management role.
2. Contemporary industry knowledge and demonstrated professional experience in climate change adaptation, resilience planning and floodplain management.
3. Demonstrated ability to deliver complex and controversial projects and liaise across a complex government agency and stakeholder landscape.



4. Demonstrated experience in the development of business cases and cost benefit analyses for environmental sustainability projects and programs.
5. Solid research, analytical and problem solving skills with previous experience in presenting findings to key stakeholders with specific recommendations and actions.
6. High level experience in managing complex resilience and climate change adaptation projects and delivery of outcomes on time and within budget.
7. Proven ability to work productively as a member of a team and contribute to team goals.
8. High level interpersonal and communication skills with a proven ability to work collaboratively with internal and external stakeholders across a broad range of disciplines to effectively influence outcomes.
9. Current Class C driver's licence.

DESIRABLE CRITERIA

1. Post graduate qualifications specialising in disaster resilience, social-ecological resilience or a related discipline.
2. Demonstrated experience in the implementation of the Sendai Framework for Disaster Risk Reduction.

Date:

Agreed:

Employee Name

Employee signature

