

SYDNEY COASTAL COUNCILS GROUP INC.



COASTAL PROJECTS OFFICER INFORMATION PACKAGE

JULY 2010

Sydney Coastal Councils Group Incorporated
C/- 456 Kent Street
SYDNEY NSW 2000

Ph: +61 2 9246 7791

Fax: +61 2 9265 9660

Email: info@sydneycoastalcouncils.com.au

Web: www.sydneycoastalcouncils.com.au



COASTAL PROJECTS OFFICER

Three year performance based contract.
\$55,000 - \$65,000 + Super

An excellent opportunity exists for an enthusiastic person dedicated to environmental protection and improvement. Assisting with implementation of the Sydney Coastal Councils Group Inc. Strategic Plan, the person will work with and promote activities of the Group with member councils and other organisations. In particular the CPO will coordinate various coastal related projects, facilitate information exchange, capacity building programs, and assist with administrative duties.

ESSENTIAL REQUIREMENTS

- Tertiary qualification in science, natural resource management, coastal management, or similar
- Demonstrated project management and delivery skills
- Ability to research, organise, facilitate and document information for various audiences
- Stakeholder engagement, communication, management and capacity building / education skills
- Proven understanding of coastal and estuarine processes and coastal management issues and practices.
- Proven organisational skills
- Competent computer literacy
- Well developed written, verbal communication and facilitation skills
- Knowledge and understanding of EEO, EAPS and OHS.

Applications are to address the selection criteria contained in the information package via download from www.sydneycoastalcouncils.com.au

Applications close C.O.B., **13 August 2010** and should be directed to Executive Officer, Sydney Coastal Councils Group, C/- GPO 1591, SYDNEY, NSW 2001.



COASTAL PROJECTS OFFICER POSITION DESCRIPTION

Position Title:	Coastal Projects Officer (CPO)
Organisation:	Sydney Coastal Councils Group Incorporated (SCCG)
Responsible to:	SCCG Regional Coastal Environment Officer / Executive Officer
Salary:	A salary of \$55,000 - \$65,000 pa, plus 9% superannuation.
Status:	A three year performance based contract
Hours:	38 hours per week.
Conditions:	All other conditions are in accordance with the Local Government (State) Award and hosting council conditions (currently City of Sydney Council).
Location:	Level 14, 246 Kent Street, Sydney NSW 2001
Organisational Structure:	The Group is an incorporated association with Sydney coastal Councils membership. There are 15 member councils stretching from Hornsby and Pittwater in the north to Sutherland Shire in the south. The Group is a Voluntary Regional Organisation of Councils concentrating on coastal and environmental issues relevant to local government.
Organisational Chart:	See attached.
Organisational Activities:	See attached.

POSITION SUMMARY

The CPO will be required to assist in the implementation of the *SCCG Strategic Plan*.

The Officer will focus on five key areas of:

- Project management and coordination
- Information development, exchange and facilitation
- Capacity building, education and events
- Development and maintenance of partnerships
- Administration

1. Reporting structure

The CPO will report to the Executive Officer (EO). The EO key accountabilities are to coordinate the implementation of the SCCG Strategic Actions Plan within the aim and outcome statements listed in the Constitution of the SCCG. The EO must promote co-operation between, and co-ordination of actions by member councils in consultation with the broader community on issues of regional significance concerning the sustainable management of the urban coastal environment. The EO also administers the Group and its Committees, and manages the finances of the Group. The EO reports directly to the Chairperson and the Executive of the Group.

The SCCG is a collection of 15 coastal councils with harbour and sea foreshores in Sydney. The member councils are Botany, Hornsby, Leichhardt, Manly, Mosman, North Sydney, Pittwater, Randwick, Rockdale, Sutherland, Sydney, Warringah, Waverley, Willoughby and Woollahra. Collectively the Group represents over 1.3 million Sydneysiders.

2. Liaison / networking

Internal relationships important to the job are ongoing contact with member council representatives of the Technical Committee, and other Committees of the SCCG.

External relationships important to the job are contact with the representatives of the various internal and external project steering committees and working groups, Commonwealth and State Government representatives, community groups, local council staff and elected members, capacity building and education networks, industry groups, recreational groups, community groups, universities and other research organisations as required.

The CPO will participate in and assist with coordination of meetings and post meeting communications of the SCCG, the Technical Committee, the various committees and working groups of the SCCG. This may require some work outside normal business hours.

3. Environment:

(a) Working environment

The CPO, EO and the Senior Coastal Projects Officer (SCCG Secretariat) are hosted by the City of Sydney Council.

(b) Freedom to act

The position will have scope to administer and manage nominated projects with a primary focus on assisting the EO to achieve outcomes and strategies outlined in the SCCG Strategic Plan.

(c) Challenges

The key challenges will be to manage and effectively communicate various projects and activities in the most effective manner, on a minimal budget, to facilitate the implementation of the SCCG Strategic Plan. Balancing administrative work and tasks against key projects so as to ensure effective time management.

4. Position responsibilities and objectives:

- Provide assistance with the implementation of the SCCG Strategic Plan
- Assist coordinate and facilitate the exchange of information to member councils, their communities and other stakeholders using various internal and external communication mediums including events.
- Assist in promoting stakeholder and community awareness concerning the sustainable management of the urban coastal environment.
- Assist with the identification and development of strategies and programs and promote and co-ordinate their implementation to facilitate integrated and sustainable coastal zone management by member councils.
- Prepare information, reports, correspondence and minutes for the internal and external committees and working groups that are comprehensive, accurate, timely and ensuring that the SCCG positions are articulated consistently and appropriately.
- Assist to develop and maintain partnerships with State and Commonwealth agencies, research, education and non-government organizations responsible for the delivery of relevant capacity building / education programs, ecological sustainable development and integrated coastal zone management.
- Establish, manage and service committees including the SCCG Capacity Building / Education Steering Committee to ensure key local and regional stakeholders are engaged, informed and provide input into the direction, reporting and deliverables of the SCCG.
- Assist with administration duties.

5. Management Skills

The Coastal Projects Officer requires skills in managing time, setting priorities and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible, within the resources available and with a set timetable. The Officer also requires the ability to work relatively autonomously and be able to communicate their progress to the Executive Officer, SCCG Technical Committee, the SCCG Secretariat and the SCCG Capacity Building / Education Steering Committee (as appropriate).

6. Selection Criteria (Knowledge, Skills and Abilities)

Essential

- Appropriate tertiary qualification in science, natural resource management, coastal management or related disciplines at graduate level.
- Demonstrated project management and delivery skills in a multi-disciplinary environment,
- Ability to research, organise, facilitate and document information for various audiences
- Stakeholder engagement, communication, management and capacity building / education skills,
- Proven understanding of coastal and estuarine processes and coastal management issues and practices.
- Proven organisational skills
- Competent computer literacy (e.g. Windows, MS applications (including Excel & Access) and desktop / web page publishing)
- Well developed written, verbal communication and facilitation skills.
- Knowledge and understanding of Equal Employment Opportunity (EEO), Ethical Practice, Ethnic Affairs Priorities Statement (EAPS), Occupational Health and Safety (OHS)

Desirable

- Local Government knowledge including sound understanding of Local Government operation and responsibilities
- Experience in a multi-disciplinary policy development or service organisation.
- Ability to build and maintain effective relationships with stakeholders.
- Understanding of educational techniques.
- Class '1A' driver's licence

Additional Information for Applicants

Inquiries can be directed to Geoff Withycombe, SCCG Executive Officer, on (02) 9246 7791

Additional Information related to Sydney Coastal Council Group and its activities can be found on the Web site www.sydneycoastalcouncils.com.au

Applications addressing the essential and desirable requirements outlined in the information package (Section 4) and providing names and phone numbers of at least 2 work related referrers. Applications are to be marked to the attention of the Executive Officer.

Application close: Friday 13 August 2010 - (CoB)

Please address applications, marked "Confidential" to:

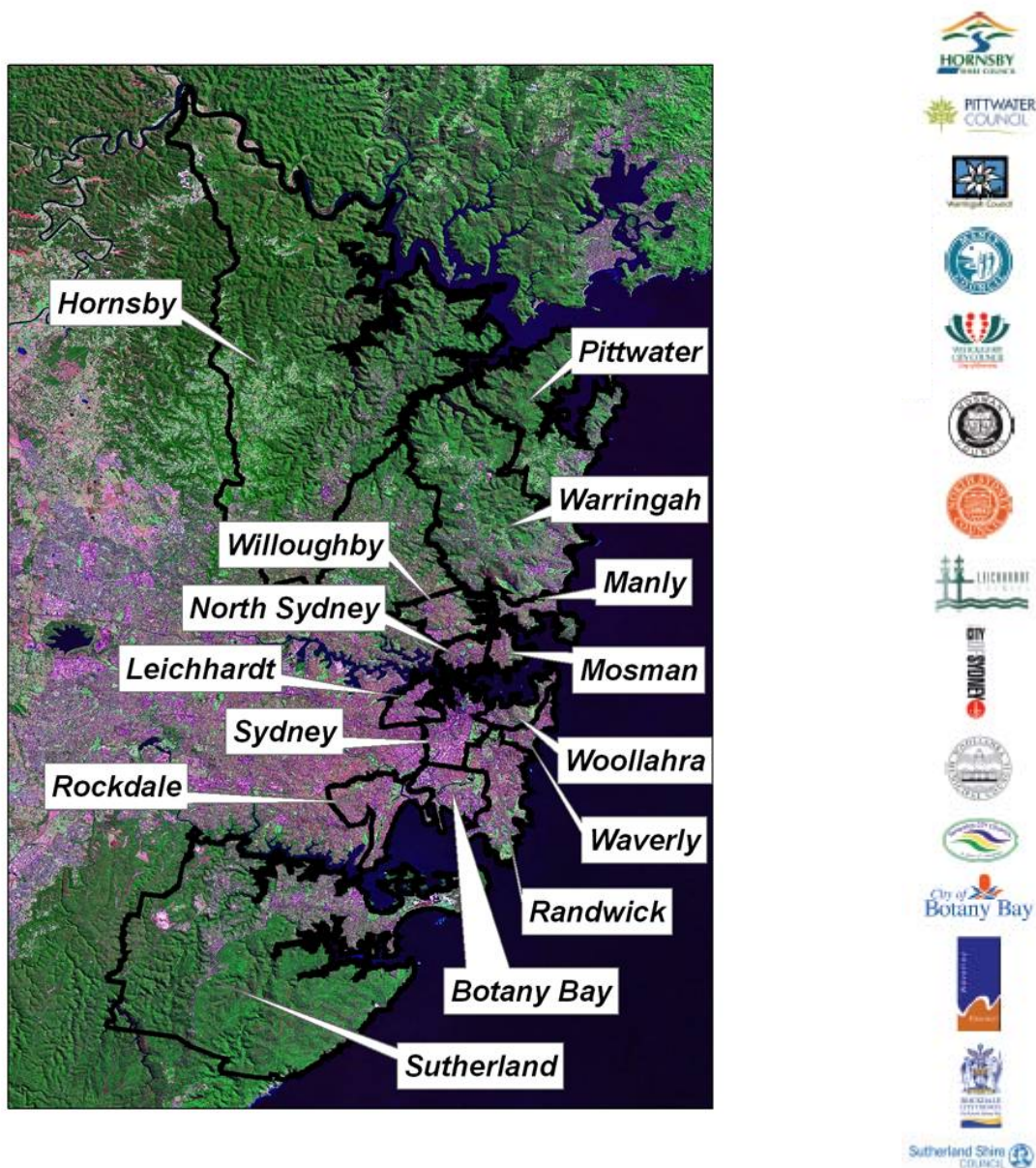
Executive Officer
Sydney Coastal Councils Group
GPO Box 1591
SYDNEY NSW 2000

Email: info@sydneycoastalcouncils.com.au

ABOUT THE GROUP

The Sydney Coastal Councils Group Inc. (SCCG) was established in 1989 to promote co-ordination between Member Councils on environmental issues relating to the sustainable management of the urban coastal environment. The Group consists of 15 Councils adjacent to Sydney marine and estuarine environments and associated waterways. Member Councils include: Botany Bay, Hornsby, Leichhardt, Manly, Mosman, North Sydney, Pittwater, Randwick, Rockdale, Sutherland, Sydney, Warringah, Waverley, Willoughby and Woollahra. The Group represents over 1.3 million Sydneysiders. The SCCG covers 1346 Km² and encompasses the waterways of: the Hawkesbury River, Broken Bay; Pittwater; Port Jackson; Middle and North Harbours; the lower Lane Cove River, Botany Bay and the lower Georges and Cooks Rivers; and Port Hacking.

Figure 1: Sydney Coastal Councils Group - Member Councils



SCCG Mission, Aims and Outcomes Statements

SCCG Mission

To provide leadership through a coordinated approach to sustainable coastal management.

SCCG Aim

To promote cooperation between, and coordination of actions by Member Councils on issues of regional significance concerning the sustainable management of the urban coastal environment.

SCCG Outcome Statements

1. Build the role and capacity of Member Councils to sustainably manage the urban coastal and estuarine environment.
2. Coordinate and facilitate the exchange of information on integrated coastal and estuary management amongst member Councils.
3. Represent and advocate Member Councils' interests on issues relating to regional, state and national coastal and estuarine management.
4. Facilitate sustainable and integrated planning and management of natural and built coastal and estuarine assets.
5. Identify and address emerging regional coastal and estuarine issues through research and project development.
6. Facilitate the exchange and development of knowledge and tools to enhance community awareness on sustainable coastal and estuarine management

Current Activities, Projects and Contracts 2010

- SCCG Strategic Plan Implementation Program
- SCCG Research MOUs / Programs:
 - Quantifying the Value of Sydney Beaches (PhD) (UNSW) / Mapping and Responding to Coastal inundation (CSIRO) / Systems Approach to Regional Climate Change Adaptation Strategies
- Urban Sustainability Support Alliance", (LGSA; Eurobodalla; DEC; LGMA, SCCG, ISF)
- Scoping Study for the extraction of off shore sand reserves
- Groundwater Management and Education (Capacity Building) Program
- Rock Pool Antifouling Technologies Project
- Geotechnical Education and Empowerment of Landslide Risk Management
- SCCG Beach Management Working Group (inc. NDMP Grant application (offshore sands)
- SCCG Environmental Monitoring Web page
- SCCG – Underwater Australia – (Underwater Sydney Project)
- SCCG Capacity Building and Education Campaigns
- SCCG Great Ocean Walkway Project
- SCCG GIS Investigations (partnership / Forum development - SSSI)
- Water Sensitive Urban Design in Sydney project
- SCCG Submissions
- SCCG IT and Web site investigation and development.

SCCG Structure

- **Powers and Nature of Association**

The SCCG is a voluntary Regional Organisation of Councils (ROC) established under the provisions of sections 355, 357 and 358 of the *Local Government Act, 1993*. The functions and powers of the Group are provided in the Constitution and have been ratified by all the member Councils. The Group was incorporated in February 1998 under the *Associations Incorporation Act, 1984*.

The Constitution sets out the name; aims and objectives; membership; representation from member Councils; details for determining the chairperson and meeting arrangements; voting; what represents a quorum; business at meetings; powers of the Group, Executive Committee and other types of committees; employment of staff; office location; financial matters; annual reporting; cooperative arrangements; termination of membership; amendments; termination of the Group and declaration of pecuniary interests. (*The Constitution is available on the SCCG web site*).

- **Organisational Structure**

The structure of the Group consists of the:

- **Full Group** that meets quarterly and consists of one to three delegates of the Member Councils;
- **Executive Committee**, which meets between meetings of the Full Group, and consists of up to eight elected representatives. The Chairperson, two Vice-Chairpersons (Ocean and Estuarine), Secretary (Honorary); Treasurer (Honorary), and up to three other delegates;
- **Advisory / Directional Committees** made up of Councillors and staff, which meet as required;
- **Technical Committee**, which meets every two months and consists of one or more professional staff representatives including: strategic planners, environmental officers, engineers, catchment liaison and policy officers, development assessment officers, educators, enforcement, compliance and environmental health officers from each Member Council.
- **Working groups** are established from time to time by the Technical Committee to address key issues and projects.

Membership is of a voluntary and cooperative nature. The **SCCG's Constitution** sets out the objectives and rules of the Group and will be implemented through the 2010-2014 SCCG Strategic Plan.

The Secretariat of the Group including the Regional Coastal Environment Officer / Executive Officer, the Senior Coastal Projects Officer and the Coastal Projects Officer are hosted by a financial Member Council for a period of three years. The Host Council is nominated and determined at the Annual General Meeting. A **Service Provider Agreement** lists the arrangements between the Group and the hosting Council. The current agreement is with the City of Sydney. Previous host Councils have been: Warringah Council July 1990 - June 1992; Sydney City Council July 1992 - April 1995; Pittwater April 1995 - April 1998; Willoughby City Council May 1998 - June 2001, and Randwick Council July 2001 – August 2004.



ORGANISATIONAL STRUCTURE

