



# SYDNEY COASTAL COUNCILS GROUP INC.

councils **caring** for the coastal environment

Project Manager – Biodiversity Resilience  
Stage II - Sydney Salty Communities Project

## Information Package

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## JOB ADVERTISEMENT

### PROJECT MANAGER – BIODIVERSITY RESILIENCE

#### **Sydney's Salty Communities Project - Stage II**

Passionate about the environment? Excited about an opportunity to apply your conservation knowledge to assist build the resilience of Sydney's coastal biodiversity? Then this role may be for you.

We're seeking a self motivated and experienced project manager to successfully plan, manage, deliver, monitor and evaluate our 'Sydney's Salty Communities' project. Through research, capacity building and a devolved grant program, this project will identify, prioritise and fund on-ground works to build the resilience of coastal habitats, foreshore and intertidal areas.

Your extensive project management knowledge and experience and sound understanding of biodiversity conservation, contract management and stakeholder facilitation will be put to good use. You will draw upon your understanding of legislation and policy and, on a daily basis, your well developed communication and interpersonal skills.

For details of the selection criteria and application process, please refer to the information package available at [www.sydneycostalouncils.com.au](http://www.sydneycostalouncils.com.au).

Applications close at 11.00am on 1 September 2014.

## 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 – see section 6 below).
- b) A response to each of the essential and, as applicable, the desirable selection criteria.

Each document should be a different file. Each file must include in the file your name and then the nature of the document.

Please note that only complete applications will be assessed.

### 2. Submission of applications

Applications are to be submitted by email to **Stephen@sydneycoastalcouncils.com.au** by the closing date.

### 3. Closing date

**11.00am on 1 September 2014**

### 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 as your application will be considered against them. 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).

You could use the follow five steps to assist you to write your response:

- a) Open with a positive statement explaining how you meet the criterion.
- b) Provide an outline of a situation where you applied the skill etc. detailed in the criterion.
- c) Outline your role or responsibilities in this situation.
- d) Detail the actions you took to achieve the outcome(s).
- e) Describe the result(s) of your action(s).

Experience in the selection criteria calls for actual experience rather than potential.

The wording of the selection criteria indicates the required level of qualification, skill, knowledge, skill or attribute. For example:

- thorough, sound or high level gives an indication that advanced skill, knowledge or expertise is required;
- general ability implies that you have experience regarding the subject matter but may not have expertise.

### 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 SCCG Secretariat 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. **If you don't want us to contact your referees without advising you first, indicate this in your application.** 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, background checks and pre-employment screenings have taken place and the results confirm that the Applicant can meet the requirements of the role.

**Additional Information**

If you have any queries or questions, please contact **Geoff Withycombe**, Executive Officer at [geoff@sydneycoastalcouncils.com.au](mailto:geoff@sydneycoastalcouncils.com.au) or on 9246 7791.

Additional Information related to Sydney Coastal Council Group and its activities can be found on the Web site [www.sydneycoastalcouncils.com.au](http://www.sydneycoastalcouncils.com.au).

**We look forward to receiving your application.**

## POSITION DESCRIPTION

### PROFILE

<b>Organisation:</b>	Sydney Coastal Councils Group Incorporated (SCCG).
<b>Position Title:</b>	Project Manager– Biodiversity Resilience (PMBR). The position is within the SCCG Secretariat.
<b>Responsible to:</b>	<p>The PMBR will work with minimal daily supervision, but is expected to liaise regularly with and report to both the Executive Officer and Manager Projects and Programs.</p> <p>The PMBR also works closely with the project committees, the SCCG Full Group, Technical Committee and other Secretariat members as well as the project's grant recipients, and contractors.</p>
<b>Tenure:</b>	A two (2) year performance based contract.
<b>Location:</b>	The SCCG office, currently hosted by the City of Sydney Council, 456 Kent Street, Sydney 2000.
<b>Travel requirements:</b>	The PMBR is required to attend meetings, seminars and the like at external venues.

### EMPLOYMENT CONDITIONS

<b>Salary:</b>	<p>\$75,000 - \$85,000 including superannuation.</p> <p>Starting salary will depend on the degree to which the Selection Criteria are satisfied.</p>
<b>Superannuation:</b>	In accordance with the Superannuation Guarantee Legislation, currently 9.5% of salary.
<b>Payment of Wages:</b>	Paid fortnightly by direct bank credit.
<b>Hours of Work:</b>	Monday to Friday from 8.30 a.m. to 5.00 p.m. (7.6 hours/day) plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required (for example, you are required to attend all four Full Group meetings which ordinarily fall on a Saturday).
<b>Rostered day off:</b>	One day per calendar month, subject to Award in arrears, to be taken within two months of accrual.
<b>Award:</b>	Local Government Modern Award 2010.
<b>WHS &amp; EEO:</b>	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 SUMMARY

#### Primary purpose

To manage (initiation, planning, implementation and closeout) and successfully deliver the SCCG project Sydney's Salty Communities -- Turning the Tide for Blue-Green Carbon ('**the Salty project**').

You will be an active and inclusive member of a small team working closely with a range of stakeholders.

#### The SCCG

The Sydney Coastal Councils Group Incorporated (SCCG) is a voluntary Regional Organisation of Councils representing fifteen Sydney coastal councils (<http://www.sydneycostalouncils.com.au/>). Established in 1989, it promotes cooperation and coordination between Member Councils with the mission to provide leadership in sustainable coastal management.

The organisation's activities are conducted by the Secretariat which currently comprises the following key roles:

Executive Officer  
Manager Projects and Programs  
Coastal Projects Officer  
Support Officer (P/T)  
Special Projects Officer

The Secretariat is currently hosted by the City of Sydney Council.

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

### **The Salty Project**

Through research, capacity building and a devolved grant program, this project will identify, prioritise and fund on-ground works to build the resilience of coastal habitats, foreshore and intertidal areas in response to climate change.

The project also aims to build the adaptive capacity of councils and provide a targeted resource pool for effective on-ground action, along with necessary tools and capacity building to produce a conservation legacy.

Key project objectives include:

1. Identify, assess and map and prioritise areas of valuable foreshore biodiversity and their associated condition, exposure and resilience (providing a methodology that is transferable across the country);
2. Develop necessary information, methods and tools to minimise loss of environmental values resulting from current and future population and climate impacts on foreshore and intertidal lands;
3. Establish a targeted, responsive and accountable devolved grant program available to Sydney coastal land managers to restore, enhance, strengthen and maintain these communities (to the value of \$1.5M)
4. Develop and implement inclusive education, outreach and biodiversity custodian programs;
5. Integrate existing land use planning and management frameworks with appropriate management responses to climate change

The project is informed and guided by a Reference Committee comprised of members that collectively possesses qualifications, skills, knowledge and experience necessary to advance project goals, outcomes and deliverables. The Committee will, amongst other things, provide good science and peer review, and develop criteria as required for particular project elements.

A Working Group of 'implementation partners', namely representatives from each of the SCCG's 15 Member Councils, form the Salty Project's community of practice to assist build capacity (for example, the provision of locally informed knowledge) and deliver on-ground activities.

The Project is supported through funding from the Australian Government's Clean Energy Future Biodiversity Fund.

### **Position Objectives**

1. Manage the Salty Project (in accordance with a commonly applied and standard framework for managing projects) to produce outcomes which deliver under the:
  - a) grant agreement with the project funding body; and
  - b) aim, mission and strategic objectives of the SCCG.
2. Apply robust scientific and management frameworks to ensure high quality outcomes that are of utility and implemented by Member Councils.

3. Develop effective working relationships, coordinate and engage with Local Government, project partners, researchers, consultants and other stakeholders (including organising, coordinating, facilitating and documenting workshops and general consultations).
4. Establish, manage, facilitate and monitor and evaluate the project committees including the Project Reference Group and Working Group. This includes setting agendas, attending to logistics, chairing the meeting, preparing minutes and following up actions.
5. Collect, analyse and synthesise information and data from key stakeholders in accordance with best practice data stewardship, licensing, management, referencing and storage.
6. Prepare and present reports, submissions, briefing notes, manuscripts, advice and other communications, including project marketing and promotion.
7. Undertake administrative, technical and reporting and communicating functions including those directed by EO and MPP.
8. Represent the SCCG and the project at a range of forums including committees, conferences and workshops.
9. Build capacity amongst the SCCG Secretariat and external stakeholders to foster skills transfer and knowledge, including coaching, mentoring and providing professional guidance.
10. Participate as a member of the team to deliver SCCG's Mission, Aim and strategic objectives.
11. Manage consultants and project staff (project officer, GIS officer, intern and student placements) including establishing, monitoring and evaluation of clear roles, responsibilities and performance standards.

### **Key Challenges**

1. Effectively delivering a challenging project (multiple management and cross-disciplinary and – institutional elements, multiple stakeholders etc) whilst under the pressure of tight and competing deadlines, high work volumes and conflicting demands.
2. Forging and developing cooperative relationships with multiple and diverse stakeholders whose issues and needs must be considered and addressed.
3. Using a high degree of political judgment to manage contentious and sensitive issues and communicating appropriate responses.
4. Keeping abreast and actively seeking out and addressing developments in legislation, policy and science.
5. Maintaining careful attention to detail and an ability to plan, prioritise, organise and coordinate self and resources.
6. Working in a small team.

## SELECTION CRITERIA

Essential	Desirable
<b>Qualifications</b>	
1. Graduate qualification in one or more relevant disciplines (e.g. management or one of the formal, physical, life, social or applied sciences) or equivalent knowledge and experience.	Post graduate qualifications in one or more relevant science disciplines
<b>Experience and competencies</b>	
2. Extensive knowledge and experience in the strategic and operational management, monitoring and evaluation of projects.	Graduate qualification, certificate IV, diploma or advanced diploma in project management. Understanding and application of the Australian Government's MERI Strategy.
3. Demonstrated record of successful project delivery.	
4. Strong working knowledge and experience of contract management, tender and procurement.	Qualifications or experience in commercial law. Experience managing grant funded projects. Experience in managing a devolved grants program.
5. Extensive workplace experience in a multi-disciplinary policy development or multi-disciplinary service organisation.	Local government workplace experience. Understanding of Environmental management systems, conservation and habitat management, relevant legislation and the roles of the main regulatory, management and conservation bodies. Experience addressing, researching and managing strategic and on-ground biodiversity improvement activities on behalf of Local Government. An understanding of the nature and impacts of climate change and carbon sequestration assessment and program implementation A thorough understanding of coastal and estuarine systems and processes.
6. A comprehensive understanding of contemporary conservation issues at a local, regional, state and national level	
7. Sound knowledge of Local Government roles and responsibilities.	
8. Understanding of legislation and policy and experience in interpretation and application.	
9. Demonstrated ability to research, organise, interpret and synthesise scientific and other high level information.	Knowledge and experience in climate change science, coastal and estuary management, floodplain management, asset management, catchment and water management, and risk management.
10. Demonstrated advanced communication, interpersonal, engagement and facilitation skills using a range of media within different policy and political	Experience in preparing and executing communications



environments.	strategies.
	Negotiation skills.
	Understanding of training and education techniques e.g. Cert IV TAE, including Adult learning principles and Education for Sustainability Principles.
11. Event management experience including design, facilitation, promoting, marketing, presenting, evaluating and reporting.	
12. Demonstrated advanced strategic thinking, and conceptual, problem identification and solving, and analysis skills.	
13. High level computer skills, including proficiency with e-mail, internet applications and programs such as MS Word, Access, Excel, Publisher and Adobe Acrobat professional.	Experience in design, GIS, video and content management software.
14. Unrestricted Class C driver's licence.	
15. Knowledge and understanding of Equal Employment Opportunity (EEO), Ethical Practice, Ethnic Affairs Priorities Statement (EAPS), Work Health and Safety (WHS).	

