



SYDNEY COASTAL COUNCILS GROUP INC.

Councils **caring for the coastal environment**



Manager Projects and Programs Information Package

April 2015

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456 Kent Street
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www.sydneycoastalcouncils.com.au

MANAGER PROJECTS AND PROGRAMS

Three year performance based contract

(\$80,000 - \$90,000 + Super)

Passionate about the environment? Have exceptional project and staff management skills? Work well in a small and busy team? Then this role may be for you.

To be successful in this role you will be an enthusiastic person dedicated to environmental protection and improving the resilience of Sydney's coastal region. You will be an experienced manager possessing highly developed project management skills. You will manage contracts, project officers and support staff, and assist with facilitation of partnerships and advocacy. You will have oversight of organisational systems and operations, and communications. You will demonstrate superior written and oral communication skills with expertise in stakeholder engagement.

For details of the selection criteria and application process, please refer to the information package available at www.sydneycoastalcouncils.com.au.

Applications close **4pm, 21 May 2015** and should be emailed and marked 'SCCG Recruitment – Manager Projects and Programs' to info@sydneycoastalcouncils.com.au.

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)
- b) A response to each of the essential and desirable selection criteria **(maximum 4 pages in total)**.

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.

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.

2. Submission of applications

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

3. Closing date

4.00pm on Thursday, 21 May 2015.

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).

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. **We will not contact your referees without first discussing this with you.** 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 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.

We look forward to receiving your application.

POSITION DESCRIPTION

PROFILE

Organisation:	Sydney Coastal Councils Group Incorporated (SCCG).
Position Title:	Manager Projects and Programs. The position is within the SCCG Secretariat.
Responsible to:	The MPP will work with minimal daily supervision, but is expected to liaise regularly with the Executive Officer. The MPP works closely with the SCCG Full Group, Technical Committee and other Secretariat members, as well as the project staff, grant recipients and contractors.
Tenure:	A rolling three (3) year performance based contract.
Location:	The SCCG office, currently hosted by the City of Sydney Council, 456 Kent Street, Sydney 2000.
Travel requirements:	The MPP is required to attend meetings, seminars and the like at external venues.

EMPLOYMENT CONDITIONS

Salary:	\$80,000 - \$90,000 plus superannuation. Starting salary will depend on the degree to which the Selection Criteria are satisfied.
Superannuation:	In accordance with the Superannuation Guarantee Legislation, currently 9.5% of salary.
Payment of Wages:	Paid fortnightly by direct bank credit.
Hours of Work:	Monday to Friday from 8.30 a.m. to 5.00 p.m. (7.6 hours/day).
Rostered day off:	One day per calendar month, subject to Award in arrears, to be taken within two months of accrual.
Award:	Local Government Modern Award 2010.
WHS & EEO:	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 and ensure successful coordination, engagement and delivery of key SCCG projects and programs and provide team leader coordination of SCCG Project Officer(s) and support staff.

Position summary

The focus of the role is to manage SCCG projects and programs with the assistance of SCCG Coastal Projects Officer and support staff, via management and implementation of organisational systems and processes. Interacting closely with Member Councils and external professionals, the role will also assist with facilitation of partnerships and advocacy.

Position Responsibilities and Objectives

- Provide high level advice and assistance to the Executive Officer (EO) on the strategic direction and implementation of the SCCG Strategic Plan.
- Contribute to the development, coordination and review of SCCG strategic policy, procedures and communications that increase the capacity of Member Councils to deliver integrated coastal zone management.
- Provide day to day team leader management of the Group's staff, systems and resources.

- Coordinate and engage project partners, researchers and consultants to ensure the successful delivery of project deliverables.
- As nominated, represent the SCCG at internal and external forums, including meetings, committees and conferences, ensuring that the Group's positions are articulated consistently and appropriately.
- Assist to develop and maintain partnerships with State and Commonwealth agencies, research organisations and non-government organisations responsible for the delivery of integrated coastal zone management.
- Seek funding, sponsorship and partnership opportunities for projects that increase the capacity of Member Councils in the delivery of integrated coastal zone management.
- Prepare and oversee the preparation of agendas, reports and minutes for internal and external committees and working groups.
- Prepare reports and submissions that are comprehensive, accurate and timely, and articulate SCCG positions consistently and appropriately.
- Monitor and manage budgets and finances for specific projects.
- Prepare and oversee the circulation of SCCG information to Member Councils and broader stakeholder groups using various internal and external communication mediums.
- Assist with other SCCG activities including administration.

SELECTION CRITERIA

PLEASE ADDRESS EACH CRITERIA

ESSENTIAL

- Degree qualification(s) in a relevant discipline of science, natural resource management, coastal management, project management, project management or related disciplines at graduate level.
- Minimum 5 years' workplace experience including demonstrated experience in a multi-disciplinary policy development or multi-disciplinary service organisation.
- Demonstrated highly developed project management skills in a multi-disciplinary environment, including experience developing, submitting and managing grant projects.
- Experience managing, directing and monitoring staff, consultants and contractors, including their work programming, performance and professional development.
- Proven understanding of coastal, estuarine and catchment processes and management, including knowledge of current national, state and regional coastal issues, policies and practices.
- Demonstrated strategic thinking, analytical and problem solving skills.
- Demonstrated communications management and stakeholder engagement skills, including:
 - Experience in preparing and executing communications strategies.
 - Ability to research, organise and document information for various audiences.
 - Well-developed interpersonal skills with the ability to gain co-operation and assistance from across a range of stakeholders
 - Proven training and facilitation skills.

- Competent computer literacy (e.g. Windows, MS applications (including Excel & Access) and desktop / web page publishing)
- Class '1A' driver's licence.
- 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 a good understanding of Local Government operations and responsibilities.
- Experience and understanding of the Sydney coastal regional (SCCG Member Councils areas) and its communities.
- Developed environmental policy evaluation and assessment techniques.

THE SCCG

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 through a coordinated approach to 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)
- Project Manager and Support Officer – Biodiversity Resilience (grant funded)

The Secretariat is 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.

