

CANDIDATE PACK

Manager Environment, Regulatory Services & Land Use

Mount Isa City Council



CONTACT

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Senior Talent Consultant
Leading Roles

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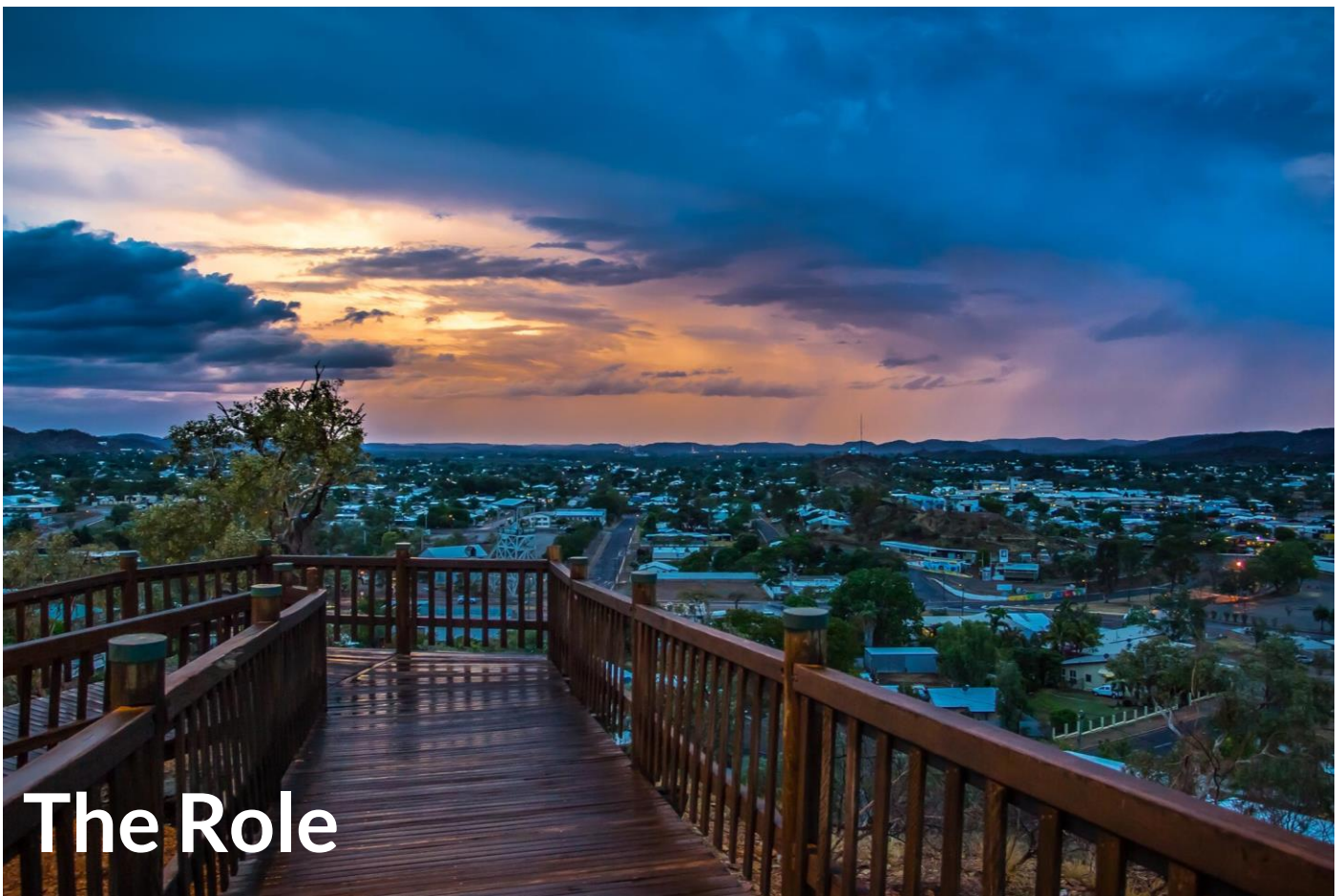
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Contents

The Role	1
Benefits Of The Role	7
About Mount Isa City Council	8
Living In The Region	10
Recruitment Process	13
Recruitment Timeframes	13
Contact	15

[Attachment: Position Description](#)

We respectfully acknowledge the Traditional Owners, the Kalkadoon and Indjilandji people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The Manager Environment, Regulatory Services and Land Use is responsible for the development, implementation and review of multiple strategies and projects in the areas of land use, environmental and regulatory services. Additionally, the role ensures the effective, efficient, and legislative compliance management of Council's planning, building and land use services.

Mount Isa City Council has embarked on a transformational resource recovery and waste management journey commencing with the construction of a Materials Recovery Facility, being constructed over the coming 12 months together with a total overhaul of its approach to waste management.

Council is looking for an experienced Environment, Regulatory Services and Land Use management professional who will work closely with both internal and external stakeholders to deliver council's existing and future strategies.



Key Responsibilities

- Manage and develop a medium size operational work group with a focus on service outputs, compliance and effectiveness.
- Oversee and administer the application of legislation and regulation as relevant to Environmental Services, Regulatory Services and Land Use Planning.
- Monitor and make submissions in relation to changes in legislation and regulation to ensure compliance.
- Provide high-level planning, programming, monitoring, analysis and reporting of capital works projects under the position's management.
- Respond to customer complaints.
- Make informed decisions and recommendations and provide concise professional advice to internal and external stakeholders regarding Environmental Services, Regulatory Services and Land Use Planning
- Represent Council on committees and boards, at meetings and events and establish and maintain a network of key contacts including government agencies, industry bodies and local community organisations in order to maintain awareness of developments in the environment and waste sector.
- Develop and review council policies and procedures that reflect current best practice and provide direction to staff and the public regarding legislative matters.



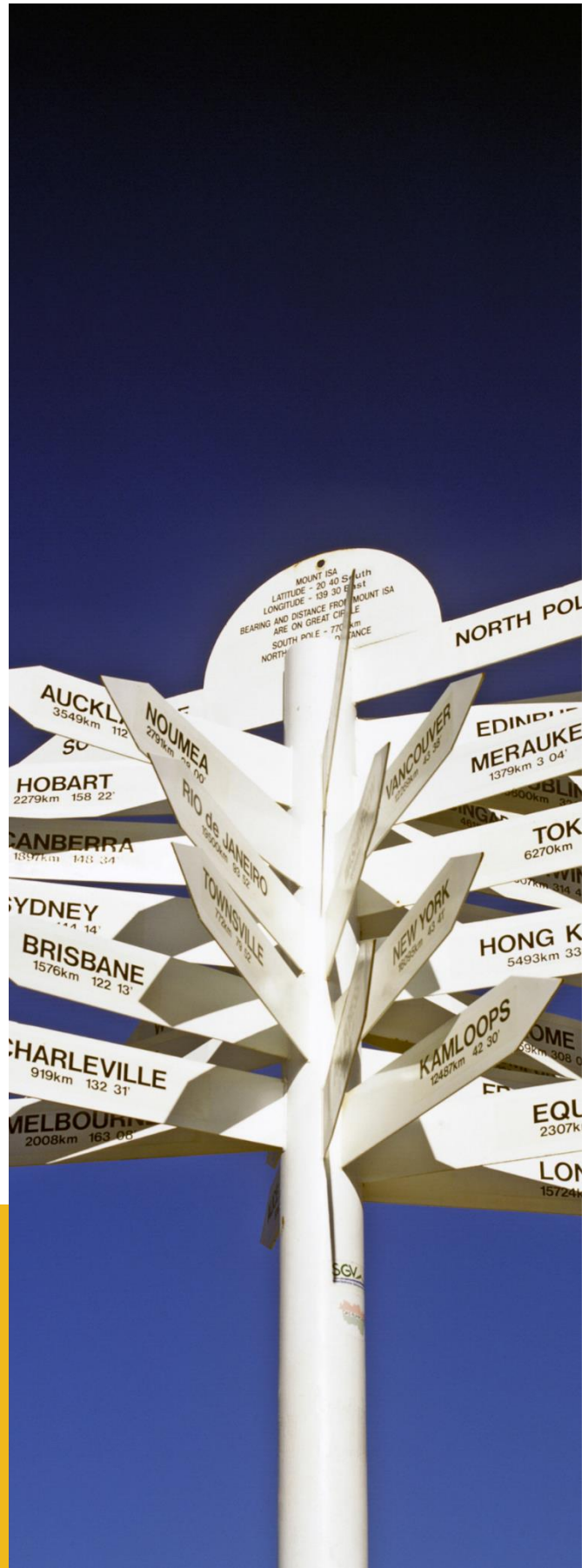
Opportunities and Challenges

- Project manage and play a key role in the development and construction of council's new Materials Recovery facility.
- An opportunity to bring the operational team together and continue to develop service standards and capabilities.
- Work with a professional and supportive management team.
- Bring your expertise, strategy and planning capabilities.
- Work closely with environmental and regulatory services teams to develop excellence and best practices in service delivery.
- Deliver Council's environmental strategy.
- Develop key consultative relationships within the community.
- Accommodation (3-bedroom house) and utilities costs provided, private use vehicle and up to 12.5% superannuation.
- Professional development and career progression opportunities.
- This is a three-year fixed term opportunity for an experienced professional to make their mark and leave a lasting legacy for the Mount Isa community.

Leadership

Mount Isa City Council is seeking a technical professional who offers high level advice and guidance in the management of council's Environmental Services, Regulatory Services and Land Use Planning and is a hands-on manager who leads and motivates from the front.

- Inspire direction and purpose in leading and developing a service delivery team.
- Provide professional advice and direction to Chief Executive Officer, Directors and Council for the management of Waste, Resource Recovery and Regulatory Services.
- Create compelling cases for change, actively promote business improvement, lead change initiatives and change processes.
- Promote an organisational culture that actively seeks opportunities for positive customer outcomes.
- Drive a culture of high performance.
- Lead a proactive safety culture.



Resources

- Ensure the consistent and appropriate establishment, compliance and monitoring of the council's management systems.
- Project and contractor management for capital works projects and service agreements.
- Managing an operational budget, including budget formation, control and cost forecasting.
- A clear understanding of procurement processes and requirements within a local government environment.
- Align systems and processes to encourage improved performance and outcomes.

Results

- Sees the big picture and takes a whole of Council approach - someone who can bring new ideas and has the capacity to see these through to fruition.
- Team management, progressively developing the work group with a focus on culture, compliance, efficiency, safety and outputs.
- Plan and prioritise works programs within budget and time constraints.
- Manage compliance processes and standards to be equivalent of industry best practice.



Qualifications, Skills & Attributes

- Organisational leadership and people management skills, cultural awareness and the ability to plan, prioritise and deliver key objectives effectively.
- Experience and practical understanding of:
 - *Waste management strategic planning
 - *Land use planning
 - *Resource recovery
 - *Project delivery
 - *Regulatory services
- Tertiary qualifications relevant to waste management and regulatory services.
- Substantial experience in a similar role within local government or related entity.
- Team player who will work with and, where required mentor staff and share knowledge with peers.
- Structured, responsible, accountable and has a strong customer focus (Internal and external).



Council Employee Benefits

The Mount Isa City Council employee benefits include:

- Base salary: \$145 000pa.
- Up to 12.5% superannuation.
- Accommodation & Utilities provided.
- Full private use vehicle.
- 5 weeks' annual leave.
- Council provides employees with an annual reimbursement of up to \$300.00 per annum on approved sporting organisations to support the community and to promote physical wellbeing.
- Supported professional development.
- Employee assistance program (EAP).



Covering an area of 43,314 square kilometres, Mount Isa City Council has an annual budget of \$55M, a team of 180 staff and services and a community of 22,000 people.



Links to Council Information



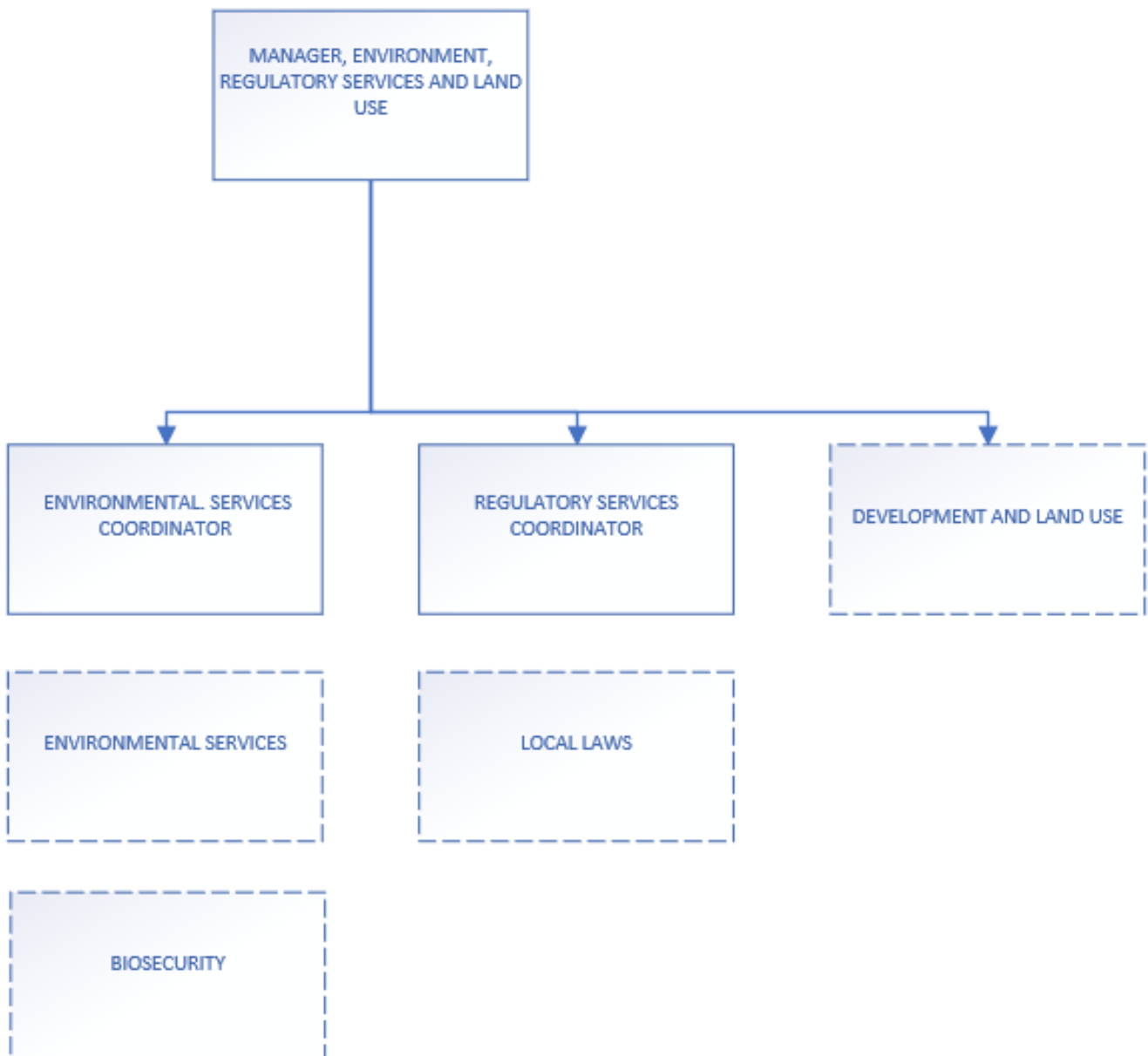
Mount Isa is the administrative, commercial and industrial centre for Queensland's Northwest and the second largest city in Australia. Located 1,829km from Brisbane and 883km inland from Townsville, Mount Isa shares a boundary with the Northern Territory.

Mount Isa City Council supports local industry and commerce, advocates for regional economic development, operates tourism and entertainment facilities and provides a range of services for residents and visitors.

Council remains committed to making Mount Isa Queensland's most liveable city and the major regional centre in the nation.

Mount Isa City Council seeks to create a city shaped by its unique geographical location that aspires to a high quality of life and prosperous future supported by a growing mining and minerals processing sector, expanding tourist trade and sustainable rural, commercial and industrial business.

Organisational Structure





Housing

The cost of housing in Mt Isa currently has a median price of approx. \$319,000. Rental prices average \$450 per week.



Educational Facilities

Mt Isa offers well established education facilities for all levels of education from eleven kindergartens/facilities, eight primary schools are spread across the town, including two private catholic schools. There are two high-schools including state and private. Mount Isa School of the Air offers distance education from Prep to Year 10 for isolated students in north-west Queensland. Mount Isa also has a TAFE Queensland North campus offering a wide vocational training options and a remote James Cook University campus offering a growing range of tertiary health care courses.



Healthcare

The city has a comprehensive range of alternative therapies, specialist medical practitioners and a regional base hospital.



Living in the Region



Shopping & Dining

There is something to suit all tastes, with a wide variety of both boutique and franchise retail and food options on offer in the CBD. With a burgeoning café society, you can enjoy quality coffee from a barista who knows your name and exactly how you like your latte. If the café scene isn't your thing, there are a number of fast-food outlets, quality pubs with legendary counter lunches and restaurants offering cuisine for all tastes.



Sports & Recreation

There are plenty of opportunities for sport and recreation in the region with access to sports in every code along with nightlife, live music, Sunday markets and outback bush adventures. The city is surrounded by natural wonders; Fountain Springs, Rigby Falls, Three Steps, Poison Waterhole and much more to be discovered within a short driving distance.



Getting Around

Getting around town is easy, with many essential services all within walking distance and many of the popular clubs and essential medical and community services offering courtesy bus services. Mount Isa Airport offers twice daily services to Brisbane and Townsville, and daily flights to Cairns.

Discover Mount Isa



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Demonstrated ability to lead, organise and motivate staff in the performance of their duties and the attainment of established goals.
- Demonstrated knowledge of relevant legislative requirements (Environmental, Regulatory Services, Land Use) or ability to gain such knowledge.
- Relevant tertiary qualifications and or extensive demonstrated experience in an equivalent position preferably in a similar sized organisation.
- High level verbal and written communication skills with proven report writing ability.
- High level strategic ability to develop and implement plans to meet organisational goals and objectives.



Applications Open

- Week Commencing
Monday 23 January 2023



Closing Date of Applications

- 5pm Monday 13 February 2023



Initial Assessment

- Week Commencing 13 February 2023



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Rob Maxwell

Senior Talent Consultant



Rob is a senior recruitment specialist, whose experience spans over 20 years. He has held senior roles in the private, public sectors and resources sector. Since joining Leading Roles in 2017, Rob specialises in developing recruitment project campaigns for engineering, infrastructure, technical and specialist roles.

In addition to Rob's recruitment leadership experience, he has an excellent understanding of the HR/IR operating environment. Rob takes pride in delivering a quality service that is founded on honesty, reliability and a high customer focus.

CONTACT



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Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION TITLE:	Manager, Environment, Regulatory Services and Land Use
EMPLOYMENT STATUS:	Full time
AWARD CLASSIFICATION:	Contract – 3 Year Term Award and Certified Agreement Not to Apply
DEPARTMENT:	Corporate and Community Services
SECTION:	Corporate and Community Services

POSITION OBJECTIVE

Manager, Environment, Regulatory Services and Land Use is responsible for the development, implementation, and review of multiple strategies and projects in the areas of land use, environmental and regulatory services. Further to this, the role ensures the effective, efficient, and legislative compliant management of Council's planning, building and land use services.

Manager, Environment, Regulatory Services and Land Use is responsible for the provision of high-level customer service to internal and external stakeholders alike. It is envisaged that the Manager will work closely with the community, local stakeholders, and State and Federal Government Agencies, as well as not-for-profit organisations. This role is required to act quickly to identify and action opportunities, as well as recognising the need to delegate and develop direct reports.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director, Corporate and Community Services
Supervises:	Supervisor, Waste Management Environmental Services employees Regulatory Services employees Land Use Coordinator

REQUIREMENTS OF THE POSITION

Skills and Knowledge and Experience

- Experience and practical understanding of environmental, regulatory services and land use activities within Council;
- Experience in project management, preparing funding applications and reporting to State and Federal Government agencies;
- Minimum of 5 years' experience in a manager or coordinator role desirable;
- Experience in working with local business and community groups;
- Demonstrated skills in policy development, implementation and evaluation, as well as the development and implementation of feasibility studies or masterplans;
- Demonstrated skills in the interpretation and application of legislation, regulations, and policy;
- Highly organised with the ability to work in a dynamic, changing environment;
- Ability to prepare project plans and Council reports;
- Strong communication skills with the ability to build strong and positive internal and external relationships;
- High level of leadership and negotiation skills essential;

- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Demonstrated knowledge of budgetary matters;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi - asking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Demonstrated ability in conflict people management;
- Demonstrated ability to lead, organise and motivate staff in the performance of their duties and the attainment of established goals.

Qualifications

- Tertiary qualifications relevant to environmental and regulatory Services or relevant experience.
- Current QLD "C" Driver's Licence or ability to acquire a licence prior to commencing in the role.

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Council's Training Matrix.

KEY ROLE FUNCTIONS

This position is responsible for the following areas and includes but is not limited to:

- Provide professional advice and direction to Chief Executive Officer, Directors and Council for the management of environmental, regulatory services and land use activities within Council;
- Lead developing business cases for new initiatives and projects that meet identified priorities and the objectives for environment, regulatory services, and land use;.
- Adopting and instilling an active focus towards driving the continual improvement of business processes to achieving a high performing efficient team.
- Ensure efficiently delivery of services delivered by environmental, regulatory services and land use;
- Develop, monitor and review relevant department policies, procedures and systems as required;
- Fostering a strong customer service approach amongst the team towards both internal and external customers.

Environment and Regulatory Services

- Delivering Council's Environmental Strategy
- Inspecting and monitoring all surveillance activities for regulated premises to ensure legislative and regulatory compliance. The function is also responsible for the delivery of compliance activities to ensure the health and wellbeing of the community.
- Investigation, regulatory enforcement and education associated with noxious weeds management throughout the Local Government area.
- Identification of new and emerging invasive weeds within the Local Government area.
- Managing and leading the provision of environmental services for internal and external customers.
- Maintain corporate leadership in environmental policy and programs through adherence to Legislation and Council Policy whilst providing effective leadership to the Environment team.
- Provision of advice, guidance and strategic direction on environmental matters to the Community, Councillors, Customers and Council.
- Ensuring Local Laws compliance, education and enforcement including animal control and operation of the Animal Management Facility.

Land Use

- Ensure the delivery of efficient Town Planning, Building Certification and Land Use services throughout Council;
- Lead, Manage and coordinate staff engaged in the daily operations of the Planning, Building and Land Use services section;
- Review and prepare Planning Scheme in accordance with applicable Planning Act and policies
- Coordinate, monitor and manage to ensure effective, efficient and legislative compliant management of Council's Town Planning services;
- Oversee the development and review of operational policies and procedures relevant to Town Planning ensuring compliance with legislative requirements;

- Oversee the Operational Administrative, Customer Service, Strategic Planning, Development Assessment activities carried out in Town Planning;
- Develop, implement and monitor development assessment and control strategies, particularly relating to the Building services for the Council, consistent with current relevant legislation;
- Coordinate, monitor and manage to ensure effective, efficient and legislative compliant management of Council's Building Certification services;
- Oversee the development and review of operational policies and procedures relevant to Building Certification ensuring compliance with legislative requirements;
- Coordinate, monitor and manage to ensure effective, efficient and legislative compliant management of Council's Land Use, services;
- Oversee the development and review of operational policies and procedures relevant to Land Use, ensuring compliance with legislative requirements;

Physical Requirements

It is an inherent requirement of the position to be able to:

- Occasionally lift weights;
- Sit continuously for extended periods of time;
- Required to walk considerable distances in the facility during the Manager's work;
- Walk on uneven terrain.

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

Specific requirements of the position are:

- Provision of professional advice in accordance with relevant legislation and recognised industry standards;
- All assigned tasks completed professionally, on time and in line with Council policies and procedures;
- Regular and systematic performance reporting to Director Corporate and Community, evidenced through the completion of projects within agreed timeframes and budget;
- Input into the capital works program and operational budget
- High level of confidentiality maintained;
- High level of customer service evidenced;
- High level of participation and commitment to team outcomes;
- Effective and efficient supervision and development of section employees;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Evidence of a program of continuous improvement
- Evidence of a focus on safety
- Develops, promotes and complies with Council policies and procedures;
- Other targets as outlined in a Performance Review are achieved;

Note: These key performance indicators will be reflected in the annual performance review associated with the position.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Policy;
- Authorise timesheets and leave for Section employees within the approved budget
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

Selection Criteria – Manager, Environment, Regulatory Services and Land Use

SELECTION CRITERIA		WEIGHTING (%)
SC1	Relevant tertiary qualifications and or extensive demonstrated experience in an equivalent position preferably in a similar sized organisation.	20%
SC2	Demonstrated knowledge of relevant legislative requirements or ability to gain such knowledge.	25%

SC3	Demonstrated ability to lead, organise and motivate staff in the performance of their duties and the attainment of established goals.	30%
SC4	High level of oral and written communication with proven report writing ability.	15%
SC5	High level of strategic ability to develop and implement plans to meet organisational goals and objectives.	10%

AUTHORISATION

Director: Chileya Luangala

Signature: _____

Date: ____ / ____ / ____

Date originated: 29 June 2021

Date reviewed: 09 December 2022

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Manager, Environment, Regulatory Services and Land Use Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____