

## Position description

<b>Position title</b>	<i>Environment, Approvals and Property Planning Manager</i>
<b>Group / Branch</b>	<i>Liveable Water Solutions / Liveability</i>
<b>Reports to (Title)</b>	<i>Group Manager, Liveability</i>
<b>Competency level</b>	<i>Manager, Senior Officer</i>

### Job Purpose

The Environment, Approvals and Property Planning Manager is responsible for the environmental performance of capital projects, the procurement of various regulatory approvals for South East Water's capital projects and integrated water management projects, stakeholder engagement and all planning matters pertaining to property, including the strategic management of South East Water's land portfolio.

The role involves identifying and managing environmental and legislative risks and opportunities for projects, and developing strategies to manage those risks to ensure all projects are compliant with appropriate authorities and legislation. The role has full involvement in the life cycle of South East Water projects from conception, strategy, planning, through to delivery. The role also requires managing numerous stakeholders, including traditional owners, in relation to capital projects, land matters and the consideration of cultural values and uses.

### Key Accountabilities

- Manage a team of professionals and consultants in the areas of environmental science, cultural heritage, property planning, ecology and construction and environmental management
- Stakeholder engagement to procure relevant regulatory or statutory approvals. Timely approvals are critical to the success and financial performance of multi-million dollar projects
- Provide expert advice on environmental, property planning and regulatory matters
- Environmental management for capital projects which includes identifying hazards, assessing risks, implementing appropriate controls and checking controls
- Manage the South East Water land portfolio, including land acquisition, creating leases (not the administration of leases), easements and land disposal for South East Water
- Securing land for capital projects, undertaking property assessment, analysis and review
- Coordination of planning scheme amendments and planning permit applications
- Government liaison for all property related matters and approvals
- Ensure that Traditional Owner values are considered in any land matter and for capital projects

- Ensure adherence to the social values that protect and improve the liveability of the customers and community
- Contribute to the development and implementation of Environment Management Plans and strategies to support the delivery of capital and integrated water management projects
- Ensure the completion of feasibility studies and contribute to the preparation of Requests for Quotes (RFQ) and review Quoted Works Responses (QWR's)
- Ensure auditing and monitoring of construction sites to ensure effective environmental protection and regulatory compliance.
- Contribute to Integrated Water Management (IWM) projects to improve liveability.
- Ensure the appropriate teams are kept up to date with current environmental risk management and approvals processes through training or sharing updated legislation information.
- Work with contractors to minimize any environmental impacts
- Manage or be involved in key strategic project teams across the business and water industry
- Working with a range of internal and external stakeholders at all level, including the Managing Director, General Managers, Branch and project managers.
- Effective leadership, delegation, coaching and development of staff
- Promote and drive a strong safety culture by doing everything to provide and maintain a healthy and safe work environment

## Knowledge, Skills & Experience

Knowledge required to perform at a competent level in this role:

### Highest level of skills required to perform at a competent level

- Ability to inspire the team and develop innovative ways of improving environmental performance
- Excellent strategic planning skills
- Well-developed project management skills with an ability to manage multiple projects and priorities.
- Ability to influence internally and externally.
- Well-developed interpersonal, relationship building and customer service skills.
- Experience with construction auditing and monitoring to ensure that all major projects are safeguarded from legislative breaches.
- Ability to mediate and resolve conflict.
- Excellent presentation and written communication skills (including ability to write reports and prepare a range of communications for key stakeholders).
- Experience with research including data analysis and reporting would be beneficial.
- Excellent verbal communication with the ability to present and discuss technical information when dealing directly with key stakeholders.
- Problem solving – demonstrated ability to diagnose and resolve complex technical problems in the field of water or sewer operations.
- Ability to accept change and independently seek research and implement opportunities for improvement.
- Promotion of 'cradle to grave' environmental management approach to ensure that risks are identified early, efficiencies are gained, and management plans are properly implemented.

## Experience and Knowledge

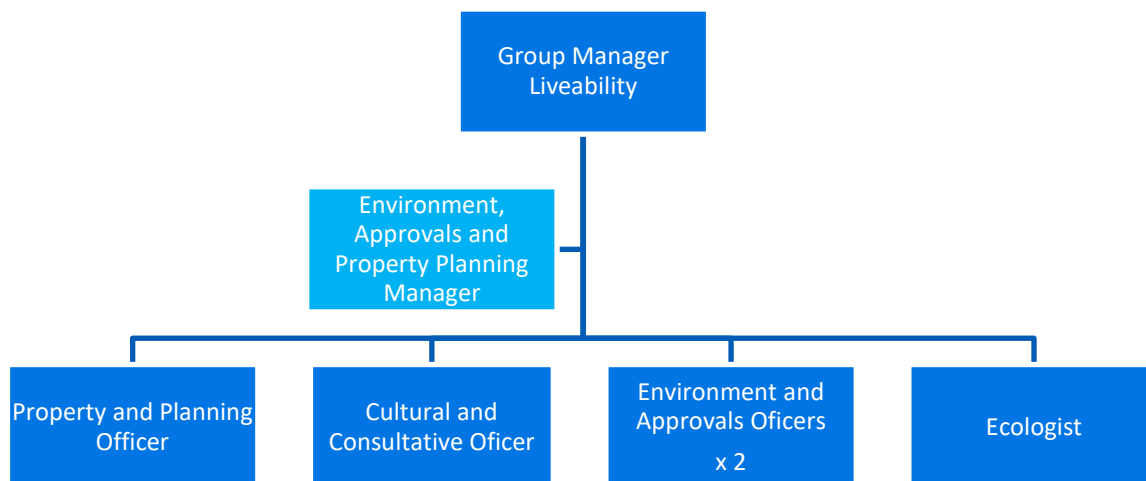
- Experience in construction environmental management.
- Experience working in or with local Government and other authorities
- Demonstrated experience in working in the construction or relevant industry
- Experience working with Registered Aboriginal Parties and Aboriginal Victoria to understand their viewpoints
- Experience leading a mixed team of staff and consultants

## Level of educational qualifications required for the role

Bachelor Degree or higher in environmental science, planning or other relevant degree, or equivalent experience.

At least two years' experience with a similar role within the water industry (desirable, but not essential).

## Organisational Chart



## Number of people managed:

- 1 Ecologist
- 2 Environmental and Approval Officers
- 1 Cultural and Consultative Officer
- 1 Property / Planning Officer

## Size of budget managed:

There is no budget managed in this role. Capital approval expenditure value is \$50,000