

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Senior Planner - Environment and Sustainability

Title	Senior Planner - Environment and Sustainability
Classification	Band 5, Central Highlands Water Enterprise Agreement 2020
Team, unit	Environmental Services
Division	Infrastructure Planning and Operations
Work location	7 Learmonth Road, Wendouree / Hybrid Working Conditions
Employment type	Twelve (12) Months Fixed Term / Full-time
Position reports to	Executive Manager, Environmental Services
Direct reports	Senior Technical Advisor – Environment & Heritage Environment Engagement Officer

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW we are committed to the safety of our people, customers and the community we serve. At CHW Safety is Everyone's Priority, and we have a zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

We believe that everyone has the capability to show leadership, regardless of their formal level of authority. We expect all team members to focus their efforts on developing and displaying the leadership behaviours defined in our Leadership Capability Framework. We have a commitment to enhancing our leadership maturity across the whole business, through our internal Personal Leadership Program, Learn Lead Grow (LLG), and focussing on Leading Self, Leading People and Leading the Organisation.

Purpose

The primary objectives of this position are to:

- Lead the coordination and implementation of environmental and sustainability related programs and projects that will ensure CHW meets its environmental compliance obligations and deliver enhanced sustainability outcomes.
- Ensure that CHW meets its environmental and sustainability related policy and regulatory obligations as detailed in government policy, the Water Act, Climate Change Act, Statement of Obligations and the Environment Protection Act.
- Provide strategic foresight to help ensure that CHW is at the leading edge of meeting and exceeding its environmental obligations now and into the future.
- Provide support and thought leadership to internal stakeholders on achieving environmentally related corporate objectives and shaping and delivering upon agreed environmental performance improvement opportunities.

Key Duties/Responsibilities

This position is responsible for leading the development and implementation of key strategies & plans, investigations, and research & development activities, environmental audits and technical advice (including incident management) to support CHW's meeting its environmental services performance obligations, objectives and targets.

Key responsibilities include:

- Providing people management, leadership and support to the Environmental Strategy and Planning team.
- Preparing and/or providing oversight to the plans and actions to align CHW's environmental management arrangements with the Environment Protection Act and regulations, including the review and optimisation of environmental risk registers.
- Leading the finalisation of CHW's second emissions reduction pledge and planning for delivery on this pledge.
- Leading CHW's Environment Protection Authority operational engagement, and performance management, both current and future, such as the progression of new and existing permissions, including Ballarat North EPA licence amendments.
- Building and driving successful planning and options identification and analysis of proactive mitigation of Greenhouse gas₂ emission, in particular scope 1 emissions.
- The management of sundry sustainability matters including Climate Change Adaptation and Heritage management.

1. Authority and Accountability

- Expected to demonstrate the CHW values of Integrity, Teamwork, Leadership and Care.
- At all times, create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and safety Act, Regulations, and CHW policies and procedures.
- Accountable for effectively planning and organising workload to meet business requirements.
- Accountable for ensuring project risks and opportunities are actively managed within the CHW risk and compliance frameworks.
- Accountable for responsible budget and resource management in accordance with agreed allocations.

2. Judgement and Decision Making

- Strong initiative, flexibility and problem-solving skills, with a strategic and commercial focus, and ability to analyse complex issues and achieve effective high-quality results in a fast-paced environment.

- Required to exercise sound judgement, initiative and discretion in managing cross-functional teams in a collaborative environment to deliver key strategies and plans.
- Provide advice to management regarding environment and sustainability, in order to maximise outcomes whilst minimising risk threats and maximising risk opportunities to the business.
- Resolution of problems requires analytic reasoning and integration of broad and complex information.

3. Specialist Knowledge and Skills

- Able to lead, undertake and demonstrate successful project management.
- Demonstrate knowledge and experience in the implementation of climate change and environmental legislation.
- Combination of technical aptitude, operational and program delivery skills, communication, negotiation and decision-making ability.
- High level literacy and numerical skills.

4. Leadership/Management Skills

- Demonstrated skill in managing time, setting own priorities and planning work in order to achieve goals and objectives within specified timeframes, which at times may be competing and/or unplanned.
- Self-motivated with the ability to work effectively and autonomously.
- Experience in implementing change processes at both business unit and organisational level.
- Able to effectively lead and develop others through well-developed communication and collaboration skills targeted towards continuous learning, setting and managing expectations.

5. Interpersonal Skills

- Demonstrated ability to negotiate and influence to achieve desired outcomes.
- Demonstrated ability to work effectively in a cross-functional team-based environment and provide advice, active listening, support and leadership to others.
- Able to demonstrate empathy and compassion toward others' individual circumstances or point of view and ensure approaches to issues and concerns are fair and consistent and maintain a state of psychological safety.
- Well-developed interpersonal and communication skills (written and verbal) with the demonstrated ability to initiate, build and maintain strong and effective partnerships across all organisational levels.

6. Qualifications and Experience

- Tertiary qualifications (Under-Graduate Degree minimum) in a relevant environmental engineering, science, sustainability or natural resource management discipline and five (5) years' experience.
- Demonstrated experience in implementing climate change and environmental legislation.
- A well-developed understanding of the role and function underpinned by at least three (3) years relevant experience in the successful delivery of projects.
- Demonstrated experience in forming collaborative and trusting relationships with both internal and external customers.

Key Selection Criteria

- Relevant qualifications and experience.
- Demonstrated experience in leading and delivering successful environmental programs and projects.
- Demonstrated experience in engaging, management, negotiation and influencing of stakeholders.

- Skilled at writing and presenting to all levels of the business