



Government of South Australia

Department for Environment
and Water

**EXECUTIVE DIRECTOR, ENVIRONMENT,
HERITAGE AND SUSTAINABILITY**

JOB & PERSON SPECIFICATION

APRIL 2019

Role Description

(Manager)



Role Title: Executive Director, Environment, Heritage and Sustainability

Division: Environment, Heritage and Sustainability

Classification Level: SAES1

Branch/Region/Unit: Environment, Heritage and Sustainability

CHRIS Position Number:

Reports to (title): Chief Executive

Our Organisation

The Department for Environment and Water (DEW) aims to help South Australians conserve, sustain and prosper. Our work is critical to South Australia's future social, environmental and economic prosperity. The Department for Environment and Water (DEW) is committed to providing a highly supportive work environment that values the participation and contribution of every employee in shaping the future of the department. DEW is a high performing organisation that encourages excellence, improvement and growth at both an organisational and individual level. DEW has a flexible approach to doing business and is committed to ensuring our people have flexibility around the number of hours worked, scheduling of hours and location of work. Everything we do is underpinned by our core values and consequently we value and respect our people; we encourage active participation and leadership; we continuously seek to be better and we achieve results.

Purpose

The Environment, Heritage and Sustainability Division is responsible for ensuring that a range of Ministerial appointed boards and councils are effectively supported and enabled to; deliver their statutory responsibilities, provide strategic direction on key environment, heritage and sustainability priorities for the State, and provides well considered and responsive advice to the Minister. The Division also ensures that DEW provides effective support and advice to each Board and Council including delivery of each board and council's approved program of works. The Division will support boards and councils to deliver their strategic objectives and statutory responsibilities under their respective legislation and to partner with other boards, councils and key stakeholders in the development and implementation of their plans. The Division is responsible for ensuring that best practice governance and all necessary compliance actions for all boards and councils, including reporting to Minister, are achieved.

About the Branch/Business Unit

The Environment, Heritage and Sustainability Division comprises a broad and diverse range of branches within the Department being Landscape Services; Green Adelaide; Botanic Gardens and State Herbarium; Climate Change, Coasts and Marine; and Heritage and Native Vegetation and supports the efficient, effective and compliant administration, governance and operation of their associated boards and councils.

The Division also ensures strong alignment, effective engagement and strong collaboration across DEW and other Government agencies for each Board or Councils respective priorities.

About the Role

The Executive Director, Environment, Heritage and Sustainability Division reports to the Chief Executive and is accountable for providing strategic leadership and direction to the Division that results in the achievement of key legislative and organisational objectives across a diverse and complex range of environmental areas. The role will also make an active contribution to the overall leadership and effective operation of the department, including representing or deputising for the Chief Executive as requested.

The Executive Director ensures that strong and productive relationships, networks and partnerships are established and maintained between key internal and external bodies at all levels, and acts as a strategic interface between various stakeholders in the effective provision of support to a range of boards and councils and the delivery of plans and programs.

The Executive Director is a member of the Department's Executive team and plays a key role in supporting the Chief Executive and collaborating with other Executive Directors to deliver government priorities and objectives through participation in planning, problem resolution, management and reporting.

The Executive Director is responsible for sound and compliant management of all resources allocated to the Division as approved by the Chief Executive.

Key Role Outcomes

- Effective support to existing NRM Boards and future Landscape Boards, including Green Adelaide, through coordination and support of a range of administrative and governance functions.
- High-level support to the Minister on policy and strategic planning on the implementation of the proposed Landscape Act.
- Leadership in whole of government climate response through specialist climate change policy and programs, legislative advice, and reporting.
- Delivery of government's 'new life for our coastal environment' commitment and the provision of sound, evidence-based coastal and marine strategy, policy and advice.
- Effective contribution to the management of native vegetation across the State, including delivery of the Significant Environmental Benefit Program.
- Effective contribution to the State's economic and social prosperity by the Botanic Gardens and State Herbarium through education, conservation and the provision of destination gardens, as well as research that underpins evidence-based decisions informing effective legislation, policies, management and land-use on a state level.
- Strategic relationships with internal and external partners are developed and maintained.
- The Boards and Councils Division is provided with strong, positive leadership and direction to deliver on Departmental objectives.
- Active participation and contribution to the overall leadership and effective delivery of DEW's strategic and cultural priorities through participation in DEW's Leadership Team, non-Divisional related forums, committees and processes.

Key Relationships

- Chief Executive
- Minister's office
- Presiding members of the various Boards and Councils
- Directors and other senior staff within Boards and Councils
- DEW Leadership Group
- Other senior managers within DEW
- Other government agencies and private sector organisations.

Special Conditions

- May be required to participate in fire management and associated duties.
 - Will require some intra/interstate travel and out of hours work.
 - This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).
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Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Creates Vision • Inspires • Thinks and acts strategically • Leads and influences change • Solves problems 	<ul style="list-style-type: none"> • Identifies links between global and social trends, stakeholder concerns, the policy agenda, public service values, and departmental, regional and statewide issues. • Helps create business unit strategies that are aligned with key organisational objectives and likely future requirements. • Inspires and influences others creating a shared sense of purpose and direction toward achieving organisational goals. • Operates within a whole of government context, considers multiple perspectives and is aware of potential tension between agency and sector wide outcomes. • Projects beyond the current situation to the organisation's future potential to contribute to the sector and the community • Inspires and influences others to achieve objectives, especially in times of change and difficult situations • Anticipates emerging issues and changing context and develops timely strategies to solve problems or seize opportunities. • Sets necessary transformational goals with a broad perspective and long term timelines. • Actively ensure stakeholders are kept informed of change.
Achieves Results	<ul style="list-style-type: none"> • Achieves and delivers results • Drives organisational effectiveness • Exercises sound judgement • Evaluates • Applies Technical Expertise 	<ul style="list-style-type: none"> • Positions the business unit for future success by identifying opportunities and builds the organisation by developing or improving products or services. • Creates and aligns structures, systems and resources to better achieve objectives. • Uses judgement to develop strategies and think through contingencies in order to manage risk. • Fulfils obligations of management accountabilities. • Understands and appropriately applies principles, procedures and policies related to specialised expertise.
Drives Business Excellence	<ul style="list-style-type: none"> • Influences organisational performance • Predicts and plans for future organisational needs • Leads and develops people • Builds capability and expertise • Promotes a customer service ethos • Directs Resources 	<ul style="list-style-type: none"> • Continually searches for ways to add value and to position the organisation for future success. • Forecasts future organisational, workforce and service needs to minimise risks and maximise opportunities. • Promotes continuous learning and the development of others to achieve maximum individual and organisational performance • Seeks out and integrates professional expertise into the organisation to improve overall performance and delivery of business unit outcomes. • Identifies the needs of a diverse customer base and ensures that the produce and/or service delivery outcomes are consistent with customer needs and defined quality expectations.

		<ul style="list-style-type: none"> • Communicates a customer focused and corporately aligned vision and engages others to pursue a common goal. • Deploys resources astutely and identifies optimum resourcing combinations
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Develops and uses political savvy • Negotiates and influences • Promotes information sharing and the gathering of knowledge • Establishes and maintains strategic networks • Communicates clearly and adapts to audience 	<ul style="list-style-type: none"> • Identifies the internal and external demands that impact the organisation. • Represents the organisation and the public sector effectively in public and internal forums and advocates government policies and agenda. • Listens to and persuades others; builds consensus. • Anticipates the position of other stakeholders and is aware of the extent of potential for compromise. • Uses appropriate strategies to constructively manage and resolve conflicts and disagreements promptly. • Encourages debate and ideas from across hierarchy, skill sets and stakeholders. • Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals. • Forges strategic alliances to achieve objectives. • Confidently communicates complex ideas.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Engages with risk and shows personal courage • Displays flexibility and resilience • Promotes and integrates diversity into the workplace • Values wellbeing for self and others 	<ul style="list-style-type: none"> • Provides impartial and forthright advice and acts with the courage of own convictions. • Demonstrates tenacity and persists with initiatives that are of benefit to the business unit and/or organisation. • Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the organisational vision. • Builds and promotes a safe, healthy and respectful organisation, free of harassment and discrimination.

Technical, Professional/Knowledge and Experience

- Demonstrated experience in developing and maintaining strategic partnerships with a range of stakeholders and a proven ability to display tact and high-level diplomacy.
- Proven understanding of natural resource management and the impact of current political, economic, social and environmental paradigms.
- Demonstrated ability to interpret and convey very complex and/or sensitive information accurately whilst also being attentive to the political environment.
- Significant experience in leading the delivery of large-scale programs of work.
- Proven experience in engaging and influencing stakeholders from the government, community, business and industry sectors to achieve the priorities and goals of government.
- A relevant degree qualification in business administration or similar is highly desirable.
- Post-graduate qualifications in environment or management is desirable.

Work, Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
 - Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
 - Actively participate in the Department's Performance Development and Review Program.
 - Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
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HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.