



EXECUTIVE MANAGER – STRATEGIC PROJECTS AND CLIMATE

JOB & PERSON SPECIFICATION

DECEMBER 2024

Position Profile

Executive Manager – Strategic Projects and Climate

Council Vision

We are a welcoming and inclusive community that values its heritage and natural environment.

Culture Brand

A place people choose to work.

Values

Respect

Innovation

Customer Driven

Accountability

Teamwork

Well-Being

TITLE:	Executive Manager – Strategic Projects and Climate
CLASSIFICATION:	Senior Officer Stream, Band 3
POSITION NUMBER:	MIT-00230
POSITION OBJECTIVE: Provide future-focused leadership in developing strategic, commercial initiatives, establishing partnerships, and leading projects that generate community value, revenue, and savings in alignment with Council goals. The role emphasises autonomy, strategic innovation, and relationship management both internal and external.	

1. REPORTING RELATIONSHIPS

- This position reports to the Chief Executive Officer
- The position works closely with the Executive Leadership Group, Sustainability and Environment and Finance teams.
- This position may manage a team of staff according to organisational need and as determined by the Executive Leadership Group/CEO.
- It is envisaged the portfolio responsibilities will be adjusted based on the successful candidate

2. POSITION DETAILS

The role is accountable for providing leadership to identify and deliver on ideas that assist the organisation to meet strategic objectives and respond to emerging community demands. Fostering an environment orientated to trust, open communication, creative thinking and cohesive team effort, responsibilities include:

- Identify and prioritise ideas and strategic initiatives to enable the organisation to create a new future which responds to emerging community demands through:
 - Developing commercial and strategic partnerships and
 - Leveraging new technologies
- Leading the existing City of Mitcham Community Energy initiatives:
 - Community Renewables, over 950 households to date with solar panels, batteries and Virtual Power Plant membership
 - Green Energy Plan: generating renewable energy to power our Council energy demands
 - Investigating the role of Council in an Electric Vehicle Charging Network.
- Spearheading initiatives focused on climate change, carbon emissions reduction, renewable energy, and waste management.
- Proactively managing relationships across all levels with Council including Council Members to ensure effective integration of new initiatives and foster organisation wide engagement in future-focussed projects.
- Day to day operational management that delivers high service standard levels, cost efficiency, timeliness and quality of customer outcomes.
- Lead, inspire, coach and mentor staff so that they recognise they are essential players to achieving business growth.
- Set clear, measurable individual objectives and hold people accountable for these.
- Proactively develop and maintain strong internal and external relationships including residents and represent Council as required.
- Ensure support is accessible for employees to identify and resolve issues affecting them.
- Facilitate personal and professional development of reporting staff.
- Proactively contribute to specific change management strategies influenced by the organisational culture and values.
- Initiate and be actively involved in continuous improvement initiatives as required.

3. ESSENTIAL CRITERIA

Qualifications

- A tertiary qualification in Business, Environmental Science, Sustainability, Commerce, or another related field.

Experience & Knowledge

- Demonstrated ability to innovate and identify business opportunities for Council
- Demonstrated experience in leading strategic initiatives, with a focus on climate resilience, emissions reduction, or renewable energy.
- Proven experience in developing and managing partnerships to support revenue generation and organisational growth.
- Experience in change management and stakeholder engagement across complex or multi-faceted organisations.
- Demonstrated experience setting strategic direction at team or organisational wide level.
- Experience in the provision of a quality customer service for diverse community needs.
- Experience in supervising and leading individuals and teams to achieve outcomes.
- Demonstrates a comprehensive understanding of and maintains knowledge across current trends and reforms in the sector.
- Proficient in the use of information technology and capacity to identify and utilise developing technologies.

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of others.
- Entrepreneurial mindset with the ability to identify and capitalize on opportunities to create value.
- Ability to be creative, innovative and develop novel solutions
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate.
- Ability to prioritise workload and meet deadlines.
- Ability to explore new and innovative ways to do business using creative solutions.
- Strong analytical, problem solving, and decision-making skills.
- Demonstrated commitment to continual professional and personal development.
- Ability to work independently and as part of a team.
- The desire to share expertise and information freely.

Leadership Competencies

In accordance with the City of Mitcham's Leadership Brand and key behavioural indicators:

- Give timely feedback and recognition.
- Lead change.
- Provide people with a sense of purpose and clear direction.
- Empower and support others to be the best they can be.
- Build trust within teams, across the organisation and with customers.
- Be solutions-focussed.

- Think as one organisation.
- Do what we say we will do.
- Be proactive in communicating.
- Be WHS and risk focussed.

4. DESIRABLE CRITERIA

Qualifications

- Postgraduate qualification in Strategy, Environmental Management or Public Administration.

Experience & Knowledge

- Experience in renewable energy project management or environmental sustainability initiatives.
- Familiarity with public sector processes and Council operations.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission. Managers hold further responsibility for health and safety in the workplace.

In particular managers are responsible for:

- Carrying out their roles and responsibilities as identified in the City of Mitcham's Work Health and Safety policies, procedures and related instruction.
- Complying with all reasonable instruction relating to health and safety and following Safe Operational Procedures, Standard Work Method Statements and Safe Work Plans.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participating in rehabilitation and return to work programs as required.
- Ensure that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of employees.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.
- Support and use appropriate consultative structures.
- Leading by example and promoting health and safety at every opportunity.
- Ensuring safe work method statements and other relevant documentation is completed and maintained.

6. EMPLOYMENT CONDITIONS

- It is a requirement of the position to hold an unencumbered Australian driver's licence.
- All employees are required to provide or undertake relevant screening and checks as determined by Council. This includes criminal history checks relevant to the position. Relevant screening must be maintained during employment.

- Some out of hour's work may be necessary.
- May be required to work at other locations as directed by Council. You may be required to travel to other places and carry out your duties.
- Employees may be required to undertake Fitness for Work assessments.
- Employees may be required to undertake Drug and Alcohol Testing.
- Comply with the City of Mitcham's Employee Code of Conduct, Culture Brand and associated behaviours.
- Comply with the City of Mitcham, policies and procedures, as amended from time to time.

7. ACKNOWLEDGEMENT

Employee Name: _____ Direct Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



Building a great community

A place people choose to work

*To deliver upon our promise to our customers and ourselves,
we are committed to creating a culture in which we:*

ARE VALUED AND SUPPORTED AS INDIVIDUALS

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for ideas.
- We are flexible and recognise the needs of individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS

- We are open to new ideas.
- We are encouraged/supported to express our ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

ARE RESPECTFUL OF OTHERS

- We respect the uniqueness of individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and ideas of others.

ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS

- We understand that individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

ENJOY WORKING TOGETHER

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

City of Mitcham Culture Brand and our staff's Personal Contribution Criteria
Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora and Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.