



LORD HOWE ISLAND BOARD

RECRUITMENT INFORMATION FOR APPLICANTS

Role: Senior Manager Infrastructure and Engineering Services

Classification: LHI Senior Officer Grade 1

Vacancy Reference: 00008L1X

Lord Howe Island

Lord Howe Island is located in the South Pacific Ocean approximately 700km north east of Sydney and is part of NSW. The Island is crescent shaped, approximately 11km long and 3km wide with a land area of 1,455 hectares. A coral reef 6km long encloses a lagoon on the Western side. The lower central section of the Island, which supports the settlement area, is located between a northerly range of hills (up to 209m) and a rugged southern landscape dominated by two spectacular mountains, Mount Lidgbird (777m) and Mount Gower (875m).

The climate is semi-tropical with average temperatures between about 18°C and 26°C in summer and 13°C and 18°C in winter. Average rainfall is 1686mm with a winter maximum of 188mm in July and a summer minimum of 106mm in February. Winds are predominantly easterly during summer and can be strong south-westerly in winter.

The Island has a high proportion of rare and endemic birds, plants, and invertebrates, and has the southernmost coral reef in the world. Three-quarters of the Island is within the Permanent Park Preserve, which is managed similarly to a national park. The whole Island Group, including Lord Howe Island, Ball's Pyramid, adjacent islands and islets and the surrounding marine environment were included on the World Heritage List in 1982. The State and Commonwealth waters to 12 nautical miles seaward of Lord Howe Island and Ball's Pyramid were declared a Marine Park in June 2000.

There are approximately 350 residents and tourism is the major industry and source of income on the Island. Approximately 16,000 people visit the Island each year and there are 21 accommodation lodges.

Available services and facilities include a central school (supported by a distance education facility) catering for primary and secondary students, Anglican, Catholic and Adventist churches, Post Office, basic shopping facilities, a three bed acute-care hospital, bowling club and a golf club. Lord Howe Island is well known for its outstanding bushwalking, fishing, diving and surfing and there are a number of very good restaurants catering to both visitors and local residents. The Island is linked by regular passenger air services to Sydney, Brisbane and Port Macquarie. A ship provides regular cargo services between the Island and Port Macquarie on the NSW north coast.

The Lord Howe Island Board

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is directly responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. "Island" as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball's Pyramid and adjacent islands are also included in this definition.

The *mission* of an organisation is a broad statement of its purpose and direction - for the Lord Howe Island Board it is:

To provide for the wellbeing of the Island community and the protection and enhancement of the Island environment for the benefit of all

The *vision* of the organisation is:

The Lord Howe Island Board provides quality services and responsible and efficient resource management to support the Island community, and is recognised for innovative and effective management of the unique natural and cultural environment of Lord Howe Island

The Board carries out all local government functions, controls all land tenure on the Island and administers all residential and other leases in accordance with the Lord Howe Island Act. It also regulates and controls all tourism operations, has a significant role in marketing and promoting Island tourism, and operates the Island's visitor centre. The Board operates a trading enterprise, the Island's liquor distribution outlet, and is responsible for the generation and reticulation of electricity and operation of the Island aerodrome and wharf facilities. The Island Group is on the World Heritage List and the Board manages the Island's Permanent Park Preserve and the protection and conservation of the Island's fauna and flora. The Board also maintains the functions of other government agencies, including the Passports office, Local Court and Registry of Births, Deaths and Marriages.

The Lord Howe Island Board has an annual recurrent expenditure budget of approximately \$7.5 million and capital budget of \$1.1 million for FY2020/21. The Board's operating revenue comes from its Trading Enterprises, Fees and Charges and Government grants and subsidies.

The Board employs approximately 41 full-time equivalent staff in a wide variety of occupations.

The Lord Howe Island Board is committed to equity and diversity in the workplace and to providing fair and equitable services to all members of the community.

The Board is also committed to developing a range of services which meets the needs of our many and diverse customers and to providing employees and members of the community with a safe and healthy place in which to work and enjoy.

Salary and Benefits

This is a temporary engagement in accordance with the *Government Sector Employment Act 2013*, with the potential to be made ongoing.

The position enjoys attractive working conditions under the *Crown Employees (Lord Howe Island Board Salaries and Conditions) Award*.

All appointments to positions within the Board are based on merit. Selection is based on the knowledge, skills, experience and qualifications required for the role advertised. All persons are encouraged to apply for roles advertised within the Board in order to ensure the best person for the job is selected.

The information in this package and the associated documentation available for download is provided to assist you firstly to decide if the job available is one you might want to apply for and secondly to enable you to present an application that will include all the information necessary for us to consider your claim for the role. Please read all the information carefully before making your application.

The Lord Howe Island Board has adopted a Smoke Free Workplace Policy to protect the health of employees, Board Members, contractors, volunteers and visitors by eliminating exposure to environmental tobacco smoke in and around the workplace.

Further details about this role can be obtained from Angie Stringer, Acting Chief Executive Officer, phone 02 65632066 or email: Angie.Stringer@lhib.nsw.gov.au.

Organisational Responsibility Structure



Organisational Chart

