

Role Description

Senior Manager, Environment



Cluster	Transport & Infrastructure
Agency	Sydney Metro
Division/Branch/Unit	City & Southwest
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	TSSM
Role Number	51003916
ANZSCO Code	133111
PCAT Code	2119192
Date of Approval	July 2018
Agency Website	www.sydneymetro.info

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

Primary purpose of the role

The purpose of the role is to provide high level specialist environmental management for the City and Southwest project by leading a team to monitor, influence and report on environmental performance in accordance with relevant approvals, contract requirements, legislation, systems and processes and best practice.

Key accountabilities

- Model good leadership to inspire direction and delivery, develop people, and drive change
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Lead and manage a team comprising of environment specialists, construction contractors and other consultants to undertake environmental compliance, inspections and reporting to ensure compliance with relevant NSW and Commonwealth legislation, systems and processes and other policy requirements

- Manage the provision of high level environmental management advice and recommendations on project environmental issues, operation of environmental management system and recommended improvements, and other project policies and procedures, ensuring requirements are implemented to support best practice environmental outcomes
- Identify environmental risks and issues for projects and interdependencies across multiple programs of work, and recommend appropriate risk management strategies and interventions to minimise risk
- Manage the review of construction contractors' environmental management plans, reports, and other strategies relating to the project, and provide specialist technical input as required on environmental issues including resolution of complex problems to ensure full compliance with standards and legislation
- Monitor and undertake analysis activities to ensure the implementation of environment and relevant sustainability principles during the construction phase of the project
- As required, manage the preparation and ongoing administration of relevant environmental contracts for projects including working with multi-disciplinary project teams and contractors, to ensure sound contractual management

Key challenges

- Ensuring that environmental management of large complex construction sites in established urban settings achieves required environment outcomes with minimal impacts to local communities
- Keeping abreast of latest environment issues, concerns, standards and legislation

Key relationships

Who	Why
Internal	
Director, Sustainability, Environment and Planning	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities • Identify and contribute to the setting of environmental management objectives for the overall environmental strategy
Direct reports and Environmental teams and contractors	<ul style="list-style-type: none"> • Lead, inspire and motivate the team, provide direction and manage performance
Integrated project teams and wider Sydney Metro Office	<ul style="list-style-type: none"> • Collaborate with other project Environmental Management Representatives in relation to the monitoring and reporting of environmental management plans
External	
TfNSW and other Transport Operating Agencies	<ul style="list-style-type: none"> • Build collaborative working relationships
Independent Environment Representatives, other key Government agencies, contractors and service providers	<ul style="list-style-type: none"> • Build collaborative working relationships

Role dimensions

Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan objectives and establishes strategic priorities in consultation with the Director, Sustainability, Environment and Planning. The position is expected to deliver assigned projects to the required quality on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided.

Reporting line

Sydney Metro operates under a matrix reporting model across functional and implementation groups, or project workstreams.

The role reports to the Director, Sustainability, Environment and Planning

Direct reports

The role will have three direct reports

Budget/Expenditure

The budget/expenditure allocation for the role will be confirmed

Essential requirements

Tertiary qualification in an environmental, natural resource, planning, environmental engineering or similar discipline, or equivalent experience

Proven ability to deliver quality environmental management services to support large scale road, rail or civil infrastructure projects

Experience with and understanding of the legislation, policy, processes and practices involved in planning, environmental impact assessment, environmental management and sustainability for delivering major infrastructure projects


Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Implement systems and processes that underpin high quality research and analysis • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives