

Position Description

Position Title	Manager Recreation, Environment, and Facilities
Position Number	1360
Directorate	Infrastructure
Division	Recreation, Environment, and Facilities
Reports to	Director Infrastructure
Grade	HILL35G16
Date Reviewed	October 2026

Primary Purpose

The Manager Recreation, Environment, and Facilities ensures Council's Open Spaces, environmental, and facilities staff deliver services and community outcomes to appropriate standards. The Manager takes an integrated and planned approach to construction, repair and maintenance of Council's environmental, recreational, and building assets. The Manager also supports the broader Council team by providing specialist environmental management advice and resources.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will contribute to Council's vision *"Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage. We have strong connections, making the Hilltops region a vibrant place to live, work, play and invest"*, promote our organisational values: **Safety, Trust, Accountability and Respect** and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Prepare monthly reports on the performance of the environmental and open spaces works program, to monitor programme delivery.
- Support tender processes and manage a range of contracts to facilitate and deliver efficient and effective environment, recreational and facilities services to the community.

- Manage a team of environmental specialists performing the following functions:
 - Supporting preparation of environmental compliance documentation for projects and activities across the Infrastructure Directorate.
 - Delivering environmental management programmes for Council.
 - Delivering post-consent compliance activities and illegal dumping enforcement.
 - Driving environmental projects for Council within available resourcing.
 - Supporting the implementation of environmental legislation and standards into work processes and programmes across Council.
 - Providing specialist advice and coordinate environmental impact assessments across Council.
- Manage environmental inspections, monitoring and reporting, and prepare associated recommendations to support Council operations and projects.
- Research the latest construction, maintenance and operating techniques and ensure that Council procedures reflect industry best environmental practices.
- Provide Emergency response assistance as required, undertake after-hours on-call responsibility and coordinate on-call staff and scheduling thereof.
- Apply technical expertise to all Council activities and sites to ensure quality outcomes.
- Prepare operational maintenance and capital works construction programs (within time and cost targets) ensuring efficient and effective allocation of resources to provide a safe, efficient, effective, competitive, customer-focused business unit, and achieve Council's annual Operational Plan and 4-year Delivery Plan objectives.
- Provide accurate and timely information and advice to the Director Infrastructure.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Degree qualifications in Environmental Engineering, Environmental Science or equivalent relevant experience.
2. More than 5 years' experience managing teams in the provisions of environmental or recreational services.
3. Demonstrated understanding of environmental legislation and standards.
4. Excellent verbal and written communication skills and demonstrated experience in preparing complex reports.
5. Highly developed interpersonal, negotiation & conflict resolution skills and demonstrated ability to network and sustain collaborative working relationships with key stakeholders.
6. Strong self-management skills and the capacity to prioritise and manage multiple work requirements and meet deadlines.
7. Construction Induction Certificate (White Card).
8. Current Class C Driver Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Post-graduate professional qualifications in Engineering, Environment, Business/Government.
3. Eligibility for membership of Engineers Australia.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: