

Position Description

Position title	Manager Sustainability and Assets	Position Code	EIPITHPIMGRC
Department	Sustainability and Assets	Directorate	Sustainability, Assets and Leisure
Classification	Senior Officer Contract	Approved FTE	1.0
Reports to	Director Sustainability, Assets and Leisure	Direct Reports FTE:	1.0 Head of Climate and Circular Economy 1.0 Head of Asset Strategy 1.0 Head of Project Delivery 1.0 Sustainability and Assets Support Officer
Location	Town Hall (with hybrid option)	Date Approved:	April 2026

About the role

The Sustainability and Assets Department provides a range of high quality services, facilities and community spaces for our community and users, as well as supporting other Council departments' services through professional advice, maintenance and creation of new facilities and community infrastructure. The area provides strategic asset management, Building, Open Space and Civil infrastructure renewal planning and capital project delivery, and traffic engineering services. The team ensures the development of strategies to traffic and parking management and sustainable transport issues.

The Department is also responsible for leading the development and delivery of Council's Environmental Stewardship portfolio, responding to Council's declaration of climate emergency, and ensuring that Council's targets of zero net organisational emissions by 2025 and zero net community emissions by 2030 are delivered. It also provides leadership to Council's waste and recycling functions. The Department plays a key organisational leadership role, working with the broader senior leadership group to ensure that sustainability and climate change considerations are embedded into all aspects of our business.

The Sustainability and Assets Department provides leadership, direction and support in the following key functions:

- Environmental Stewardship
- Recycling and Waste Operations
- Capital Renewals
- Strategic Asset Management
- Major Project Delivery and Capital Works
- Transport Planning and Traffic Engineering

This position is responsible for leading, coaching and inspiring the team to develop, implement and support the organisation's strategic direction.

A pivotal requirement of this role is to work with stakeholders across the organisation and with the community to achieve positive outcomes. This position is expected to demonstrate strong leadership, direction and people management competencies, with appropriate technical expertise, in order to drive the required business outcomes of this Department and Directorate. The capacity to engage a range of stakeholders at varying levels of knowledge is critical.

Key Responsibilities

Strategic Leadership

- Lead the development and delivery of divisional strategies, service plans and priorities aligned with the Council Plan, Community Vision and organisational objectives.
- Translate Council decisions, legislative requirements and state government policy into practical, measurable outcomes for the community.
- Provide high-level, authoritative advice to the CEO, Executive Management Team, Councillors and relevant governance committees.

Service Delivery & Operational Performance

- Ensure services and programs are delivered effectively, efficiently and responsively, in accordance with the Local Government Act 2020, relevant legislation, Council policies and best practice standards.
- Oversee departmental performance, service reviews and continuous improvement initiatives to enhance outcomes for the community.
- Foster a strong culture of accountability, customer focus and performance across the Department.

Financial & Resource Management

- Exercise accountability for department budgets, workforce planning and resource allocation within approved delegations.
- Ensure sound financial management, value for money and compliance with Council's financial policies and statutory requirements.
- Endorse business cases, capital and operational initiatives to support service sustainability and organisational priorities.

People Leadership & Culture

- Lead, coach and develop senior leaders and teams to build capability, resilience and a high-performing, values-based culture.
- Promote a safe, inclusive and respectful workplace that supports wellbeing, flexible work and positive employee experiences.
- Champion diversity, equity and inclusion in line with Council values and workforce strategies.

Governance, Risk & Integrity

- Establish and maintain robust governance, risk management and internal control frameworks across the Department.
- Identify and manage significant organisational, operational and reputational risks, escalating issues as required.
- Ensure compliance with organisational values, codes of conduct, integrity obligations and Council policies.

Stakeholder, Community & Executive Engagement

- Build and maintain strong relationships with Councillors, community stakeholders, government agencies, partners and peak bodies.
- Represent Council in senior forums, partnerships and cross-government initiatives as required.
- Manage complex, sensitive and high-profile matters with sound judgement, transparency and discretion.

Key Selection Criteria

- Proven ability to demonstrate commitment and adherence to organisational values and behaviours that create a positive and engaged work environment.
- Tertiary qualifications and leadership experience in Engineering, Environmental Science, Architecture, Business, Project Management or a related discipline.
- Strong lateral thinker with a proven ability to manage conflicting requirements of different stakeholders to produce positive outcomes.
- Proven ability to be a strong and collaborative team player with emotional intelligence, self-awareness and sound judgement.
- A record of achievement in leading, motivating and developing individuals and teams to deliver high quality and responsive outcomes to the business
- Significant change management experience with the proven ability to drive and manage significant cultural, process and system change within a complex portfolio.
- Excellent business management skills with the ability to lead the development, preparation and negotiation of business plans, strategies and budgets.
- Demonstrated experience in project management, contract management, dealing with significant budgets.
- Proficient interpersonal, written communication and presentation skills, with the ability to communicate sensitive issues to various audiences and stakeholders, produce high quality reports and represent Council in professional forums
- Demonstrated track record in leading and inspiring staff and creating a positive and motivating work environment.
- Highly developed political acumen and empathy with the challenges and opportunities in a municipality such as Glen Eira.

Who you will be working with

Internal relationships	<ul style="list-style-type: none"> • Executive Management Team and CEO • Senior Managers, Managers and Supervisors • Other Council departments • Councillors
External relationships	<ul style="list-style-type: none"> • Government departments and agencies, • Consultants and contractors, • Community groups and members of the public

What we are all responsible for

Code of Conduct: work in line with Councils Code of Conduct, values and follow reasonable management directions.

Health, Safety and Wellbeing: We all have a role to play to ensure we have safe workplace for yourself and your colleagues. This includes following the policies and procedures relating Councils Health and Safety, risk management and the legislation this links to.

Diversity, Equity and Inclusion: Council is committed to fostering a workplace that is inclusive, respectful, and welcoming for all. We believe every individual has the right to feel safe, valued, and supported. Equity, diversity, and inclusion are at the heart of our culture and guide how we work together. We celebrate differences and ensure that everyone has equal opportunities to succeed.

Child Safety: Council is committed to fostering a strong child safeguarding culture through the consistent application of our policies and procedures. All employees, volunteers and contractors are required to actively uphold these policies, including our Child Safeguarding Policy and Child Safeguarding Code of Conduct, to prevent, report and respond to child abuse and harm.

Sustainability: Council plays a leading role in acting on the climate emergency and raising awareness to ensure a sustainable, safe and health future for us all. We embed climate change action in everything we do.

Fraud and Corruption - Maintaining a culture of honesty and integrity by providing guidance and ensure your team are aware of and understand their obligations under the Fraud and Corruption Policy and Fraud and Corruption Control System including reporting any breaches.

Compliance Requirements

Conditions of employment are in accordance with Council's policies procedures and Code of Conduct and will require the following compliance checks:

What applies to this role	Reference Checks	Qualification / Registration Requirement Checks	ID verification
	Satisfactory Police Check	Employee Working with Children Check (WWCC)	Valid working rights within Australia