

POSITION BRIEF

Chief Operating Officer

Brisbane

Healthy Land and Water

April 2017



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VISION AND VALUES

Healthy Land and Water (HLW) is a non-profit organisation set up with the aim of preserving South East Queensland's natural assets for today's communities and for future generations. People at HLW believe that maintaining healthy landscapes and waterways is not just important for wildlife and ecosystems but also supports a vibrant economy, strong livelihoods, great lifestyles and the well-being of our communities.

South East Queensland is world-renowned for its tropical climate, fresh air, clean beaches and waterways, as well its diverse flora and fauna. At Healthy Land and Water, they are committed to preserving these assets so that the community can take advantage of the sustainable living and recreational opportunities this region offers, while also contributing to the greater tourism economy.

For more detailed information about HLW, see their annual report for 2016:

http://hlw.org.au/u/lib/mob/20170215130536_c4486301bfe163971/final-hwc-annual-report_small.pdf

THE ORGANISATION

Healthy Land and Water is a new organisation officially launched in 2017 as a result of the unification of the former SEQ Catchments and Healthy Waterways. Together, the two prior organisations have an impressive history of achievements including numerous Environmental, Sustainability, Stormwater, Marine Environment, Asset Management and Innovation awards. Combining these not-for-profit entities has produced a powerhouse of knowledge, experience and scientific rigour in the South-East Queensland region to protect waterways and manage natural land.

The Healthy Land and Water strategic goals are:

- Promote healthy land and water biodiversity
- Innovate solutions to protect and restore our natural environment
- Involve, inform and inspire our members
- Keep a connected, engaged and motivated community
- Create a thriving and sustainable business where people love to work

You'll find their strategic plan here:

http://hlw.org.au/u/lib/mob/20170226093145_e506ac80997c11cfa/hwc-strat-plan-final.pdf

HLW has multiple partnerships with Commonwealth, State and local governments as well as other organisations such as the South East Queensland Fire and Biodiversity Consortium (SEQFBC).

GOVERNANCE & STRUCTURE

The Healthy Land and Water Board of Directors has primary responsibility for its strategic, risk and financial governance. The Board sets the strategic direction for the organisation and ensures it achieves and acts in accordance with the objects set out in the Healthy Land and Water Constitution. The Executive Team supports the CEO in implementing this strategic direction and comprises:

- Chief Executive Officer
- GM Corporate Services (CFO)
- Chief Operating Officer
- GM Marketing and Sponsorship
- GM Subsidiaries
- Chief Scientist, Communications and Strategy (in partnership with The University of Queensland)

See the attached Job Description which includes an Organisation Chart.

PROGRAMS AND INITIATIVES

HLW employs about 40 staff across multiple locations, primarily in Brisbane and Ipswich, although with some staff based on the Gold Coast, in Kilcoy and on the Sunshine Coast. They deliver a diverse range of programs and projects such as –

- A waterways monitoring program which provides a regional assessment of the health for each of South East Queensland's major catchments, river estuaries and Moreton Bay zones.
- The Saltmarsh for Life program which is building knowledge and understanding of the role of Saltmarsh in healthy land and waterways
- The Land for Wildlife program in SEQ - one of Australia's most successful private land conservation schemes
- What's your nature? - a new initiative to connect the Brisbane community to their urban waterways and help increase understanding and appreciation for our natural environment.
- Support for the management and rehabilitation of the Gondwana Rainforests of Australia World Heritage Area
- Grazing Best Management Program which assists graziers to identify practices to enhance the long-term profitability of their business and improve catchment water quality.
- Water by Design initiative - working with individuals and organisations to identify and fill knowledge gaps, and facilitate the uptake of improved practice in sustainable water management.
- Clean Up program in catchments across South East Queensland since 1999. The program collects floating and bank bound rubbish from our waterways,

- Healthy Country Program through which support for the adoption of best land management practices is provided and innovative solutions to reduce sediment loss are implemented.

SCOPE

The Chief Operating Officer is responsible for the bulk of the organisation's staff and programs delivered. This role is responsible for:

- Program and project management of services and programs;
- Delivery to milestones and budget;
- Management of a team, currently around 20 staff, including five direct reports;
- Building a positive, professional and productive team environment;
- Workplace health and safety, particularly for operational staff working in the field across Queensland. This position also chairs the Workplace Health and Safety Committee;
- Proactive identification and management of risks;
- Relationship management with partner organisations and other stakeholders.

The Role Description (Attachment 1) outlines the range of Responsibilities and Key Performance Indicators for this role.

CHALLENGES

Healthy Land and Water is a small, dynamic organisation which achieves a lot with limited staff and resources. Key challenges for the new Chief Operating Officer include:

- Facilitating and leading the finalisation of the restructure and merger of teams and programs from prior organisations;
- Ensuring high standards of delivery across all programs;
- Maintaining exemplary standards of workplace health and safety across a range of potentially high-risk locations;
- Responding quickly to changes in the environment and new funding opportunities;
- Managing a diverse program with multiple projects across various locations and requiring different expertise;
- Effectively managing the detail of contracts and budgets;
- Representing HLW as a credible executive engaging with the community, government and other partners;
- Negotiating and resolving issues arising from a complex and challenging stakeholder environment;
- Valuing and working with a multi-disciplinary team including soil scientists, marine biologists and engineers;
- Supporting the CEO and contributing to HLW's strategic analysis and direction.

This role offers the right candidate an opportunity to apply their professional expertise and experience in a role which will have a real and measurable impact on the environment in South-East Queensland.

LOCATION

This position is based in the Brisbane CBD. It is expected that the Chief Operating Officer will travel regularly to visit teams at a variety of locations across Queensland although primarily in the South East. There is a substantial team at Ipswich, west of Brisbane. Ideally, the COO would spend approximately one day per week based at the Ipswich office.

REMUNERATION

This is a three year contract with a probation period of 6 months.

The salary package will be negotiated based on skills and experience. Please contact Merit Solutions to discuss the proposed salary range.

Other benefits include:

- Superannuation of 9.5%
- Provision of a private use motor vehicle suitable for business use or payment of a motor vehicle allowance
- City parking
- Access to health focussed staff benefits including reimbursement for influenza vaccination and contributions towards private health insurance as well as gym fees/sporting equipment/allied health services; and
- Staff team building activities.

HOW TO APPLY

Merit Solutions is managing the application process for this vacancy.

1. Interested candidates are encouraged to contact Anne-Marie Carroll from Merit Solutions on 07 3220 1166 to discuss the role and express their interest.
2. Those wishing to progress their application should apply on-line at: <http://applynow.net.au/jobs/Merit6386>
3. Please attach a current resume outlining your work experience and qualifications applicable to this role, together with a covering letter highlighting your most relevant achievements and what you would bring to this role.
4. Competitive applicants will then be contacted and invited to a preliminary interview with Merit Solutions.
5. Applications close 2 May.
6. Final interviews will be conducted with the Chief Executive Officer of HLW and others as appropriate.

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7. Referee and background checks will be conducted for the preferred applicant after the interview.
 8. Feedback will be offered to successful and unsuccessful applicants.

Healthy Land & Water Ltd (HLW) Position Description

POSITION:	CHIEF OPERATING OFFICER
REPORTS TO:	Chief Executive Officer
EFFECTIVE FULL TIME:	1 FTE
LOCATION:	Brisbane CBD
COMMENCEMENT:	1 June 2017

Organisational Environment

Healthy Land & Water (HLW) is a dynamic and independent not-for-profit organisation dedicated to the care of our unique and beautiful land, waterways and biodiversity. We share our in-depth knowledge tools and networks to protect against the impacts of population growth and extreme weather on our natural environment. Our work also helps to protect and enhance the many social and economic benefits our natural environment provides such as recreation, tourism, agriculture and a clean drinking water supply.

Our promise:

We synthesize and apply cutting edge science to develop innovative solutions that protect, restore and build the resilience of our natural environment.

We work with and bring together landholders, Traditional Owners, community groups, industry and government to improve the health of our land, water and biodiversity.

We act with integrity and courage to build a regional community that values and cares for its natural resources.

We are passionate and care for our environment and our community, and commit to ensure the health, safety and wellbeing of our people.

Our Mission:

We inspire and connect people with the evidence-based tools and on-ground action that will protect our natural environment and support our economy for future generations.

Healthy Land & Water was created in 2016, through the unification of two existing organisations, Healthy Waterways Ltd (**HWL**), and South East Queensland Catchments Ltd (**SEQC**).

For more information, please visit www.hlw.org.au

Position Summary

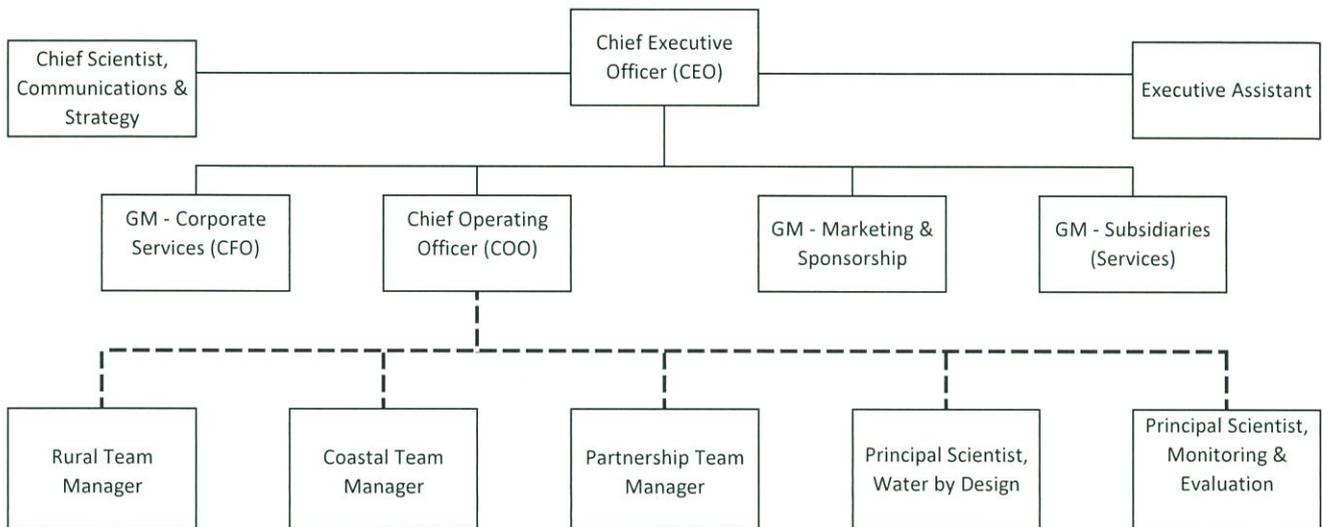
The Chief Operating Officer of **Healthy Land & Water (HLW)** is responsible for:

- the efficient and effective management and delivery of the on ground operations
- the scientific research, design, monitoring and evaluation required by and for the business to ensure the delivery of outcomes that ultimately lead to delivery of HLW's Strategic Plan Goals and Initiatives.

The Chief Operating Officer has primary responsibility for Government and other clients that align with NRM outcomes, the strategic objectives of the organisation and the aspirations of our community. They are responsible for the effective & timely management, delivery and reporting against contracts secured. They are accountable for resources and budget associated with all project and program delivery.

The Chief Operating Officer will ensure the effective use of resources across the group working closely with others in the executive team. In particular, they will be responsible for the management of the Science and Delivery Team, this includes the Rural Team, Coastal Team, Partnership Team, Water by Design Team and Science and Evaluation Team.

ORGANISATION CHART: Chief Operating Officer - Direct Report



The Chief Operating Officer will also Chair the Workplace Health and Safety Committee and provide advice to the Risk and Audit Committee, ensuring all policies are in line with national & state standards and best practice.

Reporting to the Chief Executive Officer, specific accountabilities and performance indicators will be set against the Strategic Plan and annually against work plans. Financial delegation is provided at the discretion of the Chief Executive Officer and in line with organisational policy.

Key Responsibilities

1. Work with the CEO and external and internal stakeholders and partners to build productive and harmonious relationships that build HLW’s reputation and assist in delivering on HLW’s objectives and outcomes against the Regional NRM Plan targets.
2. Provide effective and inspiring leadership, as well as stewardship, of HLW by being actively involved in all programs and services. Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations.
3. Lead a high performing team of Principal Scientists and Team Managers by providing guidance and strategies that further develop their skills, capacity and enthusiasm to deliver HLW outcomes.
4. Provide effective direction, guidance and support to all Science and Operations Team members, by further developing and implementing efficient operational systems and providing professional and training avenues.

5. Ensure that both the workplace and the work itself are safe, in consultation with staff affected and the Workplace Health, Safety and Sustainability Committee.
6. Prepare and submit an annual operational budget to the CEO and CFO for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
7. Will work closely with the CEO and Board to engage with and build relationships with SEQ Catchments Members' Association (SEQCMA), the Regional Groups Collective (RGC) and other Regional Bodies. Will ensure that existing funding opportunities are maximised, whilst securing investment from new and existing sources through the creation of innovative, strategic relationships. Will represent HWL on committees and at meetings as agreed with the CEO.

Selection Criteria

- SC 1** Demonstrated relevant tertiary qualifications in engineering, science or natural resource management, or business, coupled with a demonstrated commitment to professional development.
- SC 2** Passionate about Natural Resource Management with an understanding of the key principles and practices of natural resource management, waterway health, biodiversity, climate impacts, air quality, threatened species, integrated water cycle management, water sensitive urban design or erosion and sediment control.
- Understanding of legislation, policy and planning relevant to NRM, urban development and capacity building in water management.
- SC 3** Demonstrated operational leadership, planning and management experience in managing Complex programs and projects in the government, natural resource, primary industry, Community development and not for profit sectors
- SC 4** Demonstrated ability to lead and provide strategic direction at an Executive level
- SC 5** Demonstrated high level client and stakeholder negotiation and liaison capability and relationship management, particularly in matters relevant to the aims and objectives of HLW.

Special Terms and Conditions of Appointment

A six month probationary period applies to this position.

Some terms and conditions may be negotiated at the time of engagement and will be commensurate with the applicant's experience, knowledge, skills, abilities and personal qualities.

The employee should have a current Queensland driver's licence as the position may require travel throughout South-East Queensland.

Organisational Expectations

- **Equal Employment Opportunity**
Employees must have knowledge and understanding of Equal Employment Opportunity legislation.
- **Occupational Safety and Health**
All employees must be familiar with Occupational Safety and Health policy and be committed to maintaining a healthy and safe work environment.