

Position Title	Environmental Project Officer Sustainability
Department	City Future
Unit	Sustainable Future
Team	Environmental Sustainability
Supervises	N/A
Reports To	Environmental Sustainability Team Leader
Grade Range	G
Date Prepared	5/08/2022
Date Last Updated	5/08/2022

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position






Develop, implement, maintain and evaluate innovative plans, programs, education/ engagement plans and initiatives that link to Council's environment and sustainability strategies and policies, including the areas of (corporate and community) sustainability, Natural Resource Management, energy & water efficiency, climate adaptation and resilience

Accountabilities

- Assist to develop, maintain and evaluate environment and sustainability strategies and policies
- Develop, implement, maintain and evaluate innovative plans, programs and initiatives that link to Council's environment and sustainability strategies and policies, including the areas of (corporate and community) sustainability, energy & water efficiency, Natural Resource Management, climate adaptation and resilience.
- Research solutions for complex and priority environmental and sustainability issues.
- Maintain, monitor and evaluate data, programs, initiatives and resources to continuously improve and meet the objectives of relevant strategies, policies, plans and legislation.
- Identify, seek and manage grants and alternate funding sources that align with the relevant strategies, policies and plans.
- Provide specialist advice to council, state and local governments, industry and community on sustainability, energy & water efficiency, climate adaptation and resilience
- Inform, educate and increase community and corporate awareness on sustainability, energy & water efficiency, climate adaptation and resilience issues and actions.
- Assist in the development, delivery and reporting on Council's Community Plan, Delivery Program, Operational Plans and relevant Environmental Reporting.
- Assist with the development, implement and review of team plans and budgets
- Represent Council in state, regional and local government projects, working groups and industry forums
- Provide support to the Team Leader Environmental Sustainability, Manager Sustainable Future and Director City Future as required

Position capabilities and level

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

Capability Profile – Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Resources		
Technology and Information	Intermediate	<ul style="list-style-type: none"> Shows confidence in using core office software and other computer applications Makes effective use of records, information and knowledge management systems Supports the introduction of new technologies to improve efficiency and effectiveness
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> Tailors content, pitch and style of communication to the needs and level of understanding of the audience Clearly explains complex concepts and technical information Adjusts style and approach flexibly for different audiences Actively listens and encourages others to provide input Writes fluently and persuasively in a range of styles and formats
Results		

Innovate and Improve	Adept	<ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions
----------------------	-------	--

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Environmental Management, Science or similar, and/or relevant industry experience supported by environmental sustainability experience.
- Class ‘C’ Driver’s Licence.

Essential Experience

- Demonstrated knowledge of current and emerging sustainability issues, trends and concerns within Local Government or business with emphasis on their application to legislation, policy and procedures
- Previous experience in a sustainability role including research, projects and promoting sustainability best practice

- Demonstrated skills and experience in the development, implementation and evaluation of resources and environmental and sustainability awareness and behavioural change programs
- Proven skills in project management including planning, establishing priorities, evaluation and allocation and management of resources and budget.
- High level communication, interpersonal skills and public presentation skills.
- Demonstrated experience in report writing including ability to measure, evaluate and meet reporting requirements
- Ability to operate independently and as part of a team.
- High level of computer literacy with good working knowledge of Microsoft office software
- Ability to work in a flexible environment, including early mornings, weekends, and nights

Desirable Qualifications and or Experience

- Certificate IV or Certificate III in Carbon Management
- Certificate IV in Project Management
- Previous Local or State Government experience in a similar role
- Skills in preparing submissions to obtain grant funding

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>