

## SUSTAINABILITY OFFICER

### POSITION DESCRIPTION

<b>Department:</b>	Urban Planning & Environment
<b>Unit:</b>	Urban Planning & Sustainability
<b>Section:</b>	-
<b>Reports To:</b>	Manager, Urban Planning & Sustainability The Position is also expected to work in collaboration with other staff across the organisation.
<b>Direct Reports:</b>	Nil.
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 6
<b>Special Conditions:</b>	Some out-of-hours attendance at Council or Committee meetings, workshops or information sessions and Council events may be required from time to time.

### PURPOSE

The position is responsible for a broad range of environmental project and policy initiatives to further the achievement of the Organisation's goals. The role of the Sustainability Officer is to ensure that the City of Norwood Payneham & St Peters delivers a range of leading sustainability initiatives that respond to current issues, community expectations and legislative responsibilities. The position works with a significant level of autonomy to promote, support and foster commitment to improving environmental performance within the organisation and across the broader community.

- Co-ordinate the delivery, monitoring and review of the Council's environmental management and sustainability programs relating to water and energy management, active transport, climate change, biodiversity, carbon emissions reduction and natural resource management.
- To ensure that the Council's programs, policies and operations align with the principles of ecologically sustainable development (ESD) and to ensure that the Council's Strategic Plan, CityPlan 2030 and management framework support a balanced approach to environmental sustainability, economic prosperity, social equity and cultural vitality.
- To foster, encourage and implement quadruple bottom line (QBL) approach to decision making, project management and reporting.
- In consultation and collaboration with East Waste, deliver waste education programs to the community and Council staff and facilitate, where practicable, sustainable waste management practices, including for, but not limited to, medium and high-density developments across the City.
- Develop and maintain, in collaboration with the Manager, Strategy & Performance, an Organisation-wide Environmental Reporting system that enables detailed and dashboard reporting of the Council's environmental performance both internally and externally and monitor trends and identify opportunities for improvement in the Council's operations and in planning and delivery of Projects.
- Assist and provide advice to staff who have primary responsibility for waste education.

### KEY RESPONSIBILITIES

#### Planning & Investigating

- Under limited direction, take responsibility for the planning of Council's environmental management and sustainability projects as agreed with the Manager, Urban Planning & Sustainability, including energy reduction and sustainable water management, active transport, waste education, sustainable waste management practices and biodiversity initiatives.
- Work collaboratively with any relevant organisations and stakeholders, such as Resilient East, to identify and progress key project initiatives.
- Monitor and investigate emerging issues and trends to ensure the organisation is kept up to date, and able to respond to new environmental priorities.
- Take responsibility of for the planning and prioritisation of new environment management and sustainability projects.

#### Policy Development & Advice

- Provision of cross-corporate input and policy advice in relation to Council-wide programs and projects as well as providing environmental leadership to steering committees and project teams.
- Take responsibility for the preparation of policy, guidelines and procedures to attain the Council's sustainability objectives and goals.

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- Collation and reporting against of Environmental Sustainability target as set out in City plan 2030.

#### **Project Management, Co-ordination & Liaison**

- Progress the planning, research, delivery, implementation and monitoring of multiple projects concurrently through multi-tasking, being highly organised and by prioritising tasks, in consultation with the Manager, Urban Planning & Sustainability.
- Provision of specialist advice and expertise in the procurement and management of consultants and contractors engaged to undertake environmental improvement projects and policy.
- Support, promote and educate staff and the community on sustainability principles and sustainable waste management practices, to encourage behavioural change.
- Prepare and manage the budgets for significant projects and supervise consultants/ contractors and personnel assigned to the project.
- Work closely with colleagues in Resilient East and other Eastern Region Alliance (ERA) Councils and regularly attend Resilient East meetings, workshops etc. to progress regional level environmental and sustainability-based initiatives.
- Work closely with developers and the community to achieve sustainable waste management practices for medium and high-density developments, including, but not limited to, fostering collaboration between parties to enter into waste management agreements, where they are deemed necessary.

#### **SELECTION CRITERIA**

##### **ESSENTIAL CRITERIA**

- Tertiary qualifications in Environmental Management, Environmental Planning, Environmental Science or similar related discipline.
- Proven experience (minimum of three (3) years) in environmental management.
- Proven experience in program delivery, project management and reporting.
- Proven experience in strategic analysis and policy formulation.
- Proven experience in preparing reports and information for the community and decision-making committees and/or Council or similar.
- Proven experience in leading environmental education campaigns including public presentations and formulation of effective community education material.

##### **DESIRABLE CRITERIA**

Experience in Local Government will be beneficial to your success in the role but is not essential.

#### **JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

#### **WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES**

- All Workers
- Prioritise safety in the workplace.
  - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
  - Comply with legislation, policies, procedures and participate in WHS training.
  - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
  - Use tools and equipment correctly to protect the health and safety of yourself and others.
  - Ensure you are medically and physically fit to undertake the requirements of your position.
  - Follow reasonable safety instructions.
  - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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POSITION DESCRIPTION

WHO WE ARE



AGREEMENT

- By accepting this position, you acknowledge and agree to the following:
- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
  - I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
  - I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
  - I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
  - I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM  
CHIEF EXECUTIVE OFFICER  
Date \_\_\_\_\_

Insert Name of Incumbent.  
SUSTAINABILITY OFFICER  
Date \_\_\_\_\_