



Sustainability Officer

Section: Strategy and Environment

Salary point: 14

Position number: PSC365

Last updated: January 2023

Position objectives

The purpose of the Sustainability Officer is to develop, implement, review and report on Council's environmental sustainability plans, strategies, policies, projects and programs.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Provides practical, plain language advice on environmental sustainability strategies, policies, projects and programs across Council
- Ensure Council complies with environmental legislation, including the Biodiversity Conservation Act, Coastal Management Act, State Environmental Planning Policies, the Environment Planning and Assessment Act and other relevant legislation
- Support Council and the community navigate the complexities of natural systems policy, planning and regulation
- Improve existing Council processes and operations through embedding environmental sustainability considerations and offering technical advice
- Execute effective Enterprise Risk Management within the extent of sustainability strategy, policy, project and program services
- Deliver community environmental education programs that focus on biodiversity, sustainability and environmental management issues

- Champions and monitors the implementation of environmental sustainability and climate change adaptation actions across relevant council business units
- Provide environmental sustainability advice and support to community members, industry partners and internal stakeholders
- Undertakes research, project and program development activities relating to environmental sustainability best practice, new innovations, sustainability tools and government initiatives. This includes energy efficiency, renewable energy, water management, waste management, procurement options, biodiversity and climate adaptation
- Identify and develop grant applications to secure funding support for Council's plans, strategies, projects and programs

Key accountabilities

The role is accountable for the delivery of a number of key functions within the Natural Systems unit including;

- Maintaining strong relationships with internal partners, Council's customers and various government departments
- Ensuring that environmental advice provided to Council and the community as it relates to sustainability strategies, policies, projects and programs achieves the objectives of relevant legislation
- Ensuring that relevant strategies, policies, projects and programs are identified, developed and implemented in accordance with relevant legislation
- Meeting agreed timeframes for the provision of natural systems services and advice regarding service level agreements, policies, plans and strategies

Extent of authority

Tasks are performed under the direction of the Environmental Strategy Team Leader and the general direction of the Natural Systems Coordinator. Decisions are generally made within the scope of existing legislatively requirements procedures and guidelines.

Judgement and decision making

Generally work situations are governed by precedent and guidelines which must be understood to discriminate between alternative courses of action. This frequently requires further investigation to clarify provided information. The role is regularly required to undertake detailed analysis and develop solutions and act independently to address problems.

The range of options can be imprecise and require an amount of inventiveness to depart from or adapt accepted practices and procedure. Positions are challenged by changing customer requirements, statutory requirements, market needs or technological demands requiring interpretation of operating policies in order to determine an appropriate and efficient course of action.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality services
- Demonstrated commitment to Australian Business Excellence principles
- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales

Interpersonal

- Excellent interpersonal and communication skills
- Demonstrated behaviours consistent with Council's values – Respect, Integrity, Teamwork, Excellence, and Safety
- Proven ability to communicate effectively and positively to customers, stakeholders and community groups
- Demonstrated negotiation and conflict resolution skills

Qualifications and experience

- Degree qualifications in Natural Resource Management, Environmental Science, Sustainability and Environment or demonstrated equivalent
- Demonstrated knowledge across the key environmental sustainability areas of emissions, water, waste, biodiversity and climate adaptation
- Demonstrated knowledge of legislation relevant to the position, including Environmental Planning and Assessment Act, Biodiversity Conservation Act, Coastal Management Act, Local Government Act, Protection of the Environment Operations Act, State Environmental Planning Policies and other relevant legislation
- Demonstrated experience in the development, implementation, review and reporting of environmental sustainability strategies, policies, projects and programs in accordance with relevant legislation
- Demonstrated experience in the preparation, securing and administration of grants and acquittals
- Demonstrated project and contractor management skills including tendering, procurement and budget management
- Well-developed computer skills, use of advanced software systems and reporting tools
- Demonstrated professional written communication skills including sound word processing abilities allowing the preparation of correspondence, reports and proposals
- Workcover general induction accreditation
- Current driver's licence

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources	Workforce leadership
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts	• Manage and develop people • Inspire direction and purpose • Optimise workforce contribution • Lead and manage change

Position description approval

Employee

Date