

Position Description

Sustainability Officer

Position Details

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| Position Title | Sustainability Officer |
| Classification | EMRC Remuneration Band - Level 8 |
| Position Number | A0030A |
| Basis of Employment | Full Time |
| Team Name | Sustainability Team |

Position Objectives

- To support the Chief Sustainability Officer to deliver business performance objectives.
- To lead and/or assist with the development and/or implementation of a range of environmental and sustainability initiatives, services or advice, as required, supporting member Councils, clients and other organisations to achieve outcomes including improved air, water and land quality, water conservation, energy efficiency, carbon emission reduction, climate change adaptation and resilience within the region. This includes initiatives that contribute to the EMRC, member Councils, clients and other organisations working towards achieving Net Zero and a circular economy.

Within Team

- To be an effective and supportive team member of the Sustainability Team and assist in the timely achievement of operating goals and objectives, as being at the forefront of advice, reporting and research.
- To undertake duties as directed by the Chief Sustainability Officer in compliance with EMRC policy, legislative requirements, and statutory obligations.

Measures of Performance

- The accuracy, relevance and timeliness of support, information and technical expertise of support provided to the Chief Sustainability Officer.
- The accuracy, relevance and timeliness of support, information and technical expertise provided to internal and external clients.
- The timely achievement and reporting of project milestones, deliverables and Corporate Business Plan actions assigned to the position.
- The demonstration of behaviours aligned with the EMRC Organisational Values and Code of Conduct.

Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

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| Excellence | Striving for excellence through the development of quality and continuous improvement. |
| Recognition | Valuing employees in a supportive environment that focuses on their wellbeing. |
| Innovation | Focus on innovative approaches in projects and service delivery. |
| Responsiveness | Dynamic and flexible service delivery. |
| Integrity | Accountability and consistency in all that we do. |

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Position Responsibilities

- Provide support to the Chief Sustainability Officer to lead and develop, implement, monitor and evaluate environmental and sustainability projects for the EMRC on behalf of member Councils and external clients, including community engagement.
- Provide relevant advice and support to member Council employees, client Councils, industry, external clients, community groups and members of the general public when required.
- Prepare environmental and sustainability advice, policies, plans, guidelines, strategies, initiatives, advocacy and protocols for EMRC, member Councils and external clients under the direction of the Chief Sustainability Officer as required.
- Review external environmental policies, papers and strategies, considering implications for member Councils, clients and local and regional environmental values.
- Undertake environmental and sustainability research, data collection, analysis and reporting including but not limited to water, energy emissions and the United Nations SDG's.
- Undertake research and facilitate collaborative research partnerships to support local governments and their communities in addressing issues related to sustainability and environmental management.
- Liaise, on behalf of EMRC, member Councils and external clients, with government departments, agencies, community and other stakeholders on environmental and sustainability matters, including grant funding.
- Liaise, on behalf of EMRC, member Councils and external clients, with suppliers, contractors and consultants to achieve regional environmental and sustainability outcomes.
- Investigate and advocate for sources of funding for the EMRC, member Councils, industry and community, including the preparation of submissions, grant applications and reporting activity.
- Deliver, contribute to or attend relevant internal/external environmental and sustainability events, workshops and forums, as required.
- Contribute to newsletters, promotional materials and activities for the Sustainability Team as required.
- Work occasionally off-site, under the direction of the Chief Sustainability Officer.

Occupational Safety and Health (OS&H) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.

- Use personal protective equipment (PPE) as required.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

Position Requirements

Competencies

- Knowledge of environmental and sustainability principles and their practical application including water, energy emissions and the United Nations SDG's.
- Knowledge of relevant state government agency responsibilities, including relevant legislation.
- Well-developed written communication skills, including the ability to produce professionally competent reports, proposals, grants, submissions, and other written resources within time constraints.
- Effective interpersonal and negotiation skills, with an ability to liaise with people at all levels in an informative and positive manner to facilitate community understanding of environmental and sustainability issues as well as liaise with key stakeholders to negotiate partnerships, and secure and manage grant funding for projects.
- Well-developed project management, data management and research skills, including the ability to manage project budgets.
- Well-developed time management and prioritisation skills, with the ability to meet deadlines, work under pressure and maintain a consistent level of professionalism.
- Proficiency in the use of Microsoft Office software packages and associated applications, particularly Word and Excel.
- Ability to work effectively independently and in a professional, innovative team.
- Knowledge of Local Government operations and procedures (desirable).

Experience

- Experience in an environmental or sustainability related role.
- Experience with research, analysis, preparation and writing of professional standard reports, proposals, submissions, advocacy and other written resources.
- Experience with data collection, analysis and reporting.
- Experience in preparing funding submissions, obtaining grants and managing grant projects and acquittals (desirable).
- Experience working with government, industry and the community (desirable).

Qualifications

- Relevant formal qualifications and/or demonstrated experience in the area of Environmental Science, Environmental Management, Sustainability, or other discipline relevant to the position.
- Current and valid WA 'C' class driver's license (or equivalent).

Organisational Relationships

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| Responsible to | A0029A – Chief Sustainability Officer | |
| Supervision of | Casual or Work Experience Employees as required | |
| Internal and External Liaison | Internal | All EMRC Management and Employees |
| | External | Member Council Employees Members of the General Public Relevant State Government Departments and Agencies Relevant Federal Government Departments and Agencies Professional associations and communities of practice Educational Institutions and Research Organisations Environmental Community, Not for Profit and Industry Groups West Australian Local Government Association (WALGA) Suppliers, Contractors and Consultants |

Extent of Authority

- This position operates under the supervision of the Chief Sustainability Officer and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

- Formal qualifications and/or demonstrated experience in Environmental Science, Environmental Management, Sustainability, or other relevant discipline.
- Demonstrated knowledge of environmental management and/or sustainability and its practical application with the ability to develop innovative solutions to issues including water, energy emissions and the United Nations SDG's.
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- Demonstrated proficiency in the use of Microsoft Office software packages and associated applications.
- Demonstrated verbal communication and interpersonal skills across a diverse range of stakeholders, including engagement, presentation and facilitation.
- Demonstrated written communication skills, including the ability to write professionally competent reports, plans, submissions, and grant applications.
- Demonstrated project management; data collection, analysis and reporting; and research skills including the capacity to review and interpret technical information.
- Demonstrated ability to manage a varied and demanding workload, prioritise workflow, and meet deadlines.
- Ability to work outside of normal business hours (on occasion).
- The ability to influence others and facilitate positive outcomes for internal and external clients.
- Current and valid WA 'C' class driver's license (or equivalent).

Desirable

- Knowledge of Local and State Government structures, practices and procedures.
- Experience in the preparation of funding applications and grant acquittal/reporting.
- Experience in NGERs reporting.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee _____

Signature of Employee _____

Date _____

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| Date Last Reviewed | November 2020 |
| Reviewed | Manager Human Resources |
| Updated | Manager Human Resources |
| Approved | Manager Human Resources |